DOCUMENT RESUME

ED 143 377 IR 005 201

AUTHOR	Kushon, Susan G.; Wells, Bernice
TITLE	Realistic Library Research Methods: Bibliographic Sources Annotated.
INSTITUTION	Point Park College, Pittsburgh, Pa. Helen Jean Moore Library.
PUB DATE	77
NOTE	89p.; Best copy available
AVAILABLE FROM	Point Park College, Helen-Jean Moore Library, Pittsburgh, Pennsylvania 15222 ($2.00 plus postage)
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	Annotated Bibliographies; *College Students; Library Education; *Library Guides; Library Instruction; *Library Research; *Library Skills; Library Technical Processes; Reference Books; *Reference Materials

ABSTRACT

This guide gives an overview of basic library research methods with emphasis upon developing an understanding of library organization and professional services. Commonly used bibliographic techniques are described for various published and unpublished, print and nonprint materials. Standard reference sources (bibliographies, encyclopedias, annual compendia, literature guides, indexes, dictionaries, and word books) have been annotated and grouped according to subject areas. Subject areas covered include government publications, audiovisual materials, education, mass communications, political science, history, humanities, Afro-American studies, and psychology. Also discussed are: (1) guidelines for writing annotations; (2) finding/searching bibliographies and literature; (3) Dewey Decimal classification system; and (4) rules for filing in the card catalog. Since the guide was written for a specific library course at Point Park College, it contains some class related assignments. (JPF)

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IR005201

L S 101 Course Manual:
Library Research Methods,
Bibliographic Sources Annotated.

Revised edition, 1977

Prepared by Susan G. Kushon
Bernice Wells

HELEN-JEAN MOORE LIBRARY

Point Park College

Pittsburgh, PA. 15222

Mary Jane Sunder
Director Of Libraries

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SOURCES OF INFORMATION IN PSYCHOLOGY. 82-83

Credits:

Photograph by Deborah Hrindac

Front cover by S. G. Kushon

COURSE DESCRIPTION

Texts; Todd, Alden. Finding Facts Fast: How to Find Out What You Want to Know Immediately. New York: William Morrow & Co., 1972. (available at the college bookstore.)

Kushon and Wells. L.S. 101 Course Manual: Library Research Methods, Bibliographic Sources Annotated. Revised ed. Pittsburgh: Helen-Jean Moore Library, 1977.

Objectives of the course:

To prepare the student to conduct research, with an understanding of library organization and professional services.
To teach a specific, commonly used bibliographic technique.
To establish critical principles for the evaluation of information and the organization of information.
To familiarize students with the organization and use of reference books by focusing upon specific reference sources and collections.

Class assignments:

1. An annotated bibliography on a subject related to the student's professional interest. The bibliography will be prepared in segments as the searching procedures are developed. This bibliography represents a major portion of the student's course grade. IT WILL BE RETAINED BY THE INSTRUCTOR AT THE END OF THE COURSE, SO IT IS SUGGESTED THAT THE STUDENT PREPARE THE WORK IN DUPLICATE.
2. A bibliographic essay between three and ten pages, utilizing the same research as in #1 and written in an organized and interpretive style. THIS ALSO WILL BE RETAINED BY THE INSTRUCTOR.
3. Worksheets and class-linked assignments designed to familiarize the student with the library.
4. In-depth report on a reference work to be presented to the class. (optional)

Class Attendance: Attendance records will be kept for all students. Students who are absent are responsible for all material presented in class as well as assignments or testing announced due at that time.

Grading Evaluation:

Note - a key to effective research is in allowing sufficient time and pacing your progress. In keeping with this concept, late assignments will receive a lowered grade. The following are elements upon which you are graded.

Assignments & Quizes
Class participation
Bibliography I
Bibliography II
Bibliography III
Bibliography IV
Bibliographic Essay
Examinations

B I B L I O G R A P H I C F O R M

Citations to published and unpublished sources follow a specific format according to the various established style manuals. The purpose of careful consistency is to insure inclusion of all of the pertinent facts about cited sources. This allows others to accurately and easily consultate one same source materials. The following guide points are given for documenting an item in a bibliography. Examples that follow illustrate some common Turabian citations and mention texts for other established styles.

1. There are three main parts to the bibliographic citation: author; title; and facts of publication. These parts are usually separated by periods in the bibliographic entry.
2. The title page of the book or beginning page of a periodical article are consulted for bibliographic information.
3. The name of the first author in the bibliographic entry is transposed, i.e. the surname is given first; subsequent names may or may not be transposed according to the style manual followed.
4. Book titles are given in normal order; the first letter of all words is usually given in capital and the title is underscored (or italicized). Multi-volume titles or series titles need special attention. Edition statement is made following the title if it is subsequent to the first.
5. Titles of articles appear in normal order with first letter capitalization; the title is enclosed in quotation marks to indicate that it is a part of a larger or fuller publication. The title to the parent publication follows and is underscored.
6. Facts of publication regarding books include place of publication, publishing house or company, and year of publication.
7. Facts of publication for periodical articles include volume number of which the article is a part; identification of specific issue; year; and pagination.
8. For complex or difficult publications adherence to instructions in a style manual is required.

S T Y L E M A N U A L S

University of Chicago. A MANUAL OF STYLE. 12th ed. rev. 1969 Ref. Z 253 .C37

Turabian. STUDENT'S GUIDE FOR WRITING COLLEGE PAPERS. 4th ed. 1973 Ref. LB 2369 .T8

PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION. Ref. BF 76.7 .A46 1974

Modern Language Association. THE MIA STYLE SHEET. 2nd ed. 1970 Ref. LB 2369 .P3

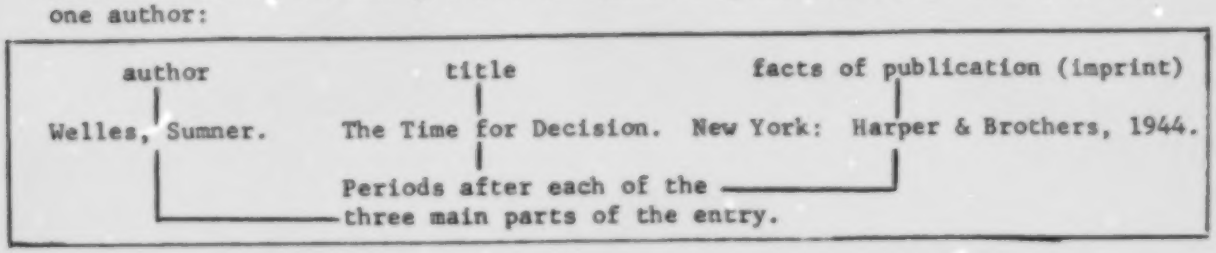
National Education Association. NEA STYLE MANUAL FOR WRITERS AND EDITORS. 1966 Ref. Z 253 .N27

Skillin. WORDS INTO TYPE. 3rd ed. 1974 Ref. PN 160 .S52

BIBLIOGRAPHIC CITATIONS FOR NONPRINT MATERIALS. Ref. LB 2369 .F6

SAMPLE CITATIONS

The tripartite construction of a bibliographic citation is graphically illustrated below, utilizing the information from the title page of a book with one author:


author
title
facts of publication (imprint)
Welles, Sumner.
The Time for Decision. New York: Harper & Brothers, 1944.
Periods after each of the three main parts of the entry.

TWO OR MORE AUTHORS

Hoel, Paul Gerhard and Jessen, Raymond J. Basic Statistics for Business and Economics. New York: Wiley, 1971.

Meigs, Cornelia Lynde; Eaton, A. T.; Nesbitt, Elizabeth; and Viguers, Ruth. A Critical History of Children's Literature. rev. ed. New York: Macmillan, 1969.

ASSOCIATION AS AUTHOR

American Foundation for Continuing Education. Science and Public Policy. Dobbs Ferry, N.Y.: Oceana, 1969.

COMPILER OR EDITOR AS AUTHOR

Hill, Bennett D., comp. Church and State in the Middle Ages. New York: Wiley, 1971.

EDITOR OR TRANSLATOR NAMED IN ADDITION TO AUTHOR

Nietzsche, Friedrich Wilhelm. The Nietzsche-Wagner Correspondence. Edited by Elizabeth Foerster-Nietzsche. New York: Liveright, 1921.

EDITION OTHER THAN FIRST

Strang, Ruth May. Diagnostic Teaching of Reading. 2nd ed. New York: McGraw-Hill, 1969.

VOLUME IN A SERIES

American Management Association. Pensions and Fact-Finding in Labor Relations. Personnel Series, no. 133. New York: American Management Association, 1950.

COMPONENT PART BY ONE AUTHOR IN A WORK EDITED BY ANOTHER

Strauss, George. "Union Maturity and Management Strength." In Labor: Readings on Major Issues. edited by Richard A. Lester. New York: Random House, 1965.

REPRINT EDITION OF A BOOK

Norris, Herbert. Life and Customs in Ancient China. 1916. Reprint (2 vols. in one). Englewood Cliffs, N.J.: Prentice Hall, 1962.

UNPUBLISHED DUPLICATED MATERIAL

Stevens, Richard D. "Examples of Common Spelling Errors." Mimeographed. Philadelphia: University of Pennsylvania, 1957.

SCHOLARLY JOURNAL ARTICLE

Armstrong, Thomas B. "Job Content and Job Satisfaction." Journal of Applied Psychology 55 (February 1971): 57-65.

POPULAR MAGAZINE ARTICLE

Mulvoy, Mark. "On Paper, Dallas is the Best." Sports Illustrated. 6 December 1971, pp. 31-37.

MAGAZINE ARTICLE - NO AUTHOR GIVEN

"Dangerous Assault on the Sea of Rains." Time, 2 August 1971, p. 38.

NEWSPAPER ARTICLE

Conine, Ernest. "Will Nixon Ever Tell Why He Didn't Destroy Tapes?" Pittsburgh Press, 4 August 1974, p.1.

NEWSPAPER ARTICLE - NO AUTHOR, SECTIONS PAGED SEPARATELY

"Travel in the Congo," New York Times, 15 April 1956, Sec. 3, p. 12.

ENCYCLOPEDIA OR DICTIONARY ARTICLE

Encyclopedia Britannics, 11th ed. (1910-1911), s.v. "Hardy, Thomas." By W.V. Davis.

Grove's Dictionary of Music and Musicians. 5th ed. (1954), s.v. "Cello."

TABLE OR GRAPH FROM PUBLICATION

"Percent of Households With Television Sets: 1955 to 1969," (Figure No. 738), in Statistical Abstract of the United States: 1969. Washington, D.C.: Government Printing Office, 1969.

STATUTORY MATERIAL

U.S. Constitution, art. 3, sec. 2.

U.S. Statutes at Large, vol. 47.

The Labor Management Relations Act, 1947 (Taft-Hartley Act), Act of June 23, 1947.

Act of March 10, 1942, 56 Stat. 142.

18 U.S.C., 48 (1952 ed.)

DEBATE

U.S. Congress. House. Committee on Ways and Means. Drugs and Youth: Hearing on H. R. 1724. 81st. cong., 1st seas., 10 December 1949.

LETTER

Wulvitz, Raymond. Personal letter, 10 June 1968

INTERVIEW

Norris, James. Century Building Company, Monterey, California. Interview 16 April 1970.

RADIO OR TELEVISION PROGRAM

CBS, "Today's World," 18 January 1967, "Childhood in India," Robert Davidson, narrator.

FILM

Indian Summer (Motion Picture). National Education Association, Press, Radio, and Television Relations Division, 1962. Reel, 50 min., sd, col., 16mm.

FILMSTRIP

Go People in the Go Colleges. (Filmstrip). Association for Educational Communications and Technology, 1974, 51 fr., col., and disc, 11 min.

LEAFLET

American Chemical Society. Careers in Chemistry Today. (Leaflet) Washington, D.C." the Association, n.d. 8 pp.

RECORDING

Gibbons, Orlando. Orlando Gibbons: Tudor Church Music. (Sound Recording). Choir or King's College Chapel, Cambridge; Boris ord, director; Hugh McLean, organ. Westminister, 1956, disc XWN 18165, 12 in., 33 1/3 rpm., mono., jacket notes by Thurston Dart.

Garner, Erroll. Erroll Garner: Concert by the Sea. (Sound Recording). Columbia, 1956, CS 9821, 12 in., 33 1/3 rpm., stereo.

Andersen, Hans Christian. The Little Match Girl, and Other Tales. (Sound Recording). Boris Karloff, reader. Gaedmon. (196_?), disc TC 1117, 12 in., 33 1/3 rpm., mono.

SLIDE

Picasso, Pablo. The Art of Picasso. (Slide). Coastal Visual Education, 196_?, 20 slides, col., 2 x 2 in.

SPEECH

Smith, James F. "Teaching the New Math." Address given at the sixteenth annual meeting of the Connecticut Educational Association, Waterbury, Connecticut, October 21, 1960.

TEST

Hughes, D.G., and others. Oregon Reading Test: Test C. Word Recognition.

COMMON FOOTNOTES

BOOK

Paul Gerhard Hoel and Raymond J. Jessen, Basic Statistics for Business and Economics (New York: Wiley, 1971), pp. 160-163.

PERIODICAL

Wilfred Sheed. "The Good Old Days in California," Atlantic, Spetember 1968, pp. 48-53.

FREQUENTLY USED ABBREVIATIONS

c. = copyright
ca. = circa, approximately
comp. = compiler
ed. = edition, edited by, editor
illus. = illustration, illustrator
n.d. = no date
n.p. = no publisher
n.s. = new series
s.v. = sub verbo, sub voce, under the word

ANNOTATED BIBLIOGRAPHY

I. You must first decide what topic or subject you wish to research. Spending a few minutes with the LC LIST OF SUBJECT HEADINGS (on table near the subject side of the card catalog) or with an appropriate periodical index may aid in your choice of topic. Besides choosing simply a subject, you should consider and at least initially determine these factors:
   1. A working title for the research.
   2. The use that is or will be made of the research, such as: a research paper, a work-related project, a speech, a media presentation, etc.
   3. The limiting factors that may be used to focus your research, such as: scope of the topic, limitation by dates or geographic implication, a specialized audience for the work, or a specific point of the issue which your research is defined to support.

   The topic should reflect your major, a special interest or another research obligation. Methods for doing systematic, well documented research will be explored during the lectures.

II. Each section of the annotated bibliography submitted must include the following three factors for every entry:
   1. A full citation in correct bibliographic form according to the Turabian style manual.
   2. For books-the library call number and for periodicals-the index used. This should appear at the left margin or in parenthisis after the citation
   3. An adequate, objectively evaluative annotation consisting of four to five succinct sentences. See the pages on description of and samples of annotations.

III. Unless otherwise cleared with your instructor, all publications used in this annotated bibliography must be in the Helen-Jean Moore Library of Point Park College. This proviso is necessary to insure that your use of a collection can be assisted and fairly evaluated by your instructor. Other materials, if sufficiently of merit, may be mentioned in the bibliographic essay; so you may wish to make note of them for later use.

IV. The 17-item bibliography is divided into the following four parts:

   Part I Five books or monographs searched through the card catalog.

   Part II Five articles from periodicals searched through appropriate indexes. One item is to be a newspaper article. Try to diversify your use of indexes and/or periodicals used.

Part III This part is to teach the use of published bibliographies. Do one of the two assignments listed below. Be sure to note whether you choose to do A or B.
   A. Use one published bibliography to select three books or periodical articles held in this library. Remember to note which bibliography you used.
   B. Locate three bibliographies or guides to the literature covering your topic. Be sure that your annotations contrast and compare the three tools, mentioning depth, arrangement, scope, currency, quantity, etc.

Part IV This is a mixture of four types of resources. Include all four types.
   A. A guide to the literature, bibliography or a directory (people or organization). Deal with the whole work but focus special attention on aspects useful to your research area.
   B. A statistical source. The publication may have coverage broader than your topic, but use one chart to give data relating to topic. Be sure to note the source of the statistics.
   C. A primary source (this term refers to a source which provides information on any given topic without intervening interpretation--that is, first hand information. Examples of primary sources are: government documents such as laws and reports, interviews with specialists, speeches, and manuscripts.)
   D. An audiovisual source (a non-print source of information or reinforcement relating to your topic. Use your imagination on this one. Some conventional sources are: phonorecords, photographs, maps, globes, works of art, transparencies, tapes, graffiti, video document, motion picture, filmstrip and slides.)

V. Be sure to note your name, topic, and bibliography part on each assignment section. Typing is preferred. Do not repeat any item used in the 17-item annotated bibliography. This bibliography will be attached to your bibliographic essay and retained by your instructor, so you may wish to make your own copy.

ANNOTATIONS

An annotation is a short, descriptive note which describes content and special features of a publication. This four to five sentence (approximately 50 words) statement should objectively evaluate the author's purpose in writing as it relates to the topic researched. It should also include reference to indexes, bibliographies, illustrations, appendices, etc. which aid orderly and thorough research. Attempt to cover points A through F below in each of your annotations. Points G and H remind you of two conditions that should be avoided.

a. Give the author's central thesis if this can be done in one or two sentences. If the thesis is stated in terms that are narrower or broader than the topic researched, include a sentence showing the relationship you have observed.
b. Point out features of importance such as bibliographies, indexes, supplementary material, graphic material, etc.
c. Note the qualifications or authority of the author if it relates to the work.
d. State the scope of the work.
e. Indicate limits imposed by dates or periods covered.
f. Compare the work with any other publication of similar or contrasting purpose.
g. Avoid repetition of information already explicit in the bibliographic entry.
h. Confine coverage to topics which have relevancy to the term bibliography and avoid inclusion of extraneous ideas.

Remember that annotations are to aid in the selection of items. The annotation is to follow immediately below the citation, preferably in a new indented paragraph. You do not need a separate sheet of paper for each bibliographic item.

Annotations should consist of the best possible idiomatic English in sentences that are clear, complete, and readable. The first sentence expresses the principal point of the annotation while transitional words and phrases lead on to other sentences containing subsidiary or less important information. Please avoid the telegraphic style which allows omission of introductory words and phrases and which drops articles, adjectives, and adverbs. Avoid abbreviations.

SAMPLE ANNOTATIONS

Reference Work:

PE
2808
.M4
1936

Mencken, Henry Louis. The American Language; an Inquiry into Development of English in the United States. New York: Alfred A. Knopf, 1936.

This three volume work analyzes American English from its historic roots through early 20th century usage. While covering grammar, definition and pronunciation, the work extracts the changes social and cultural conditions have made on the language. Includes numerous bibliographic footnotes, lists and charts of works, and an index. Each volume may be used separately; the supplementary volume is linked to the original work by cross references. Mencken was a news editor and author of more than 20 books, several of which are devoted to language.

AY
67
.N5
W7

World Almanac and Book of Facts. New York: World-Telegram, 1868- .

This collects diverse kinds of useful information in rather hit-or-miss arrangement, accessible through a detailed index. Subject breadth ranges from sports to economics and from meterological information to weight tables. Original sources of statistics are noted.

Non-fiction:

RC
555
.S37

Schreiber, Flora Rheta. Sybil. New York, Regnery, 1973.

This biography recounts portions of Sybil Dorsett's life and psyche as a multiple personality psychiatric patient. Flashbacks and analysis session dialogues provide the background which caused the emergence of 16 different personalities as well as portraying the difficult progress made during 11 years of psychoanalysis with Dr. Cornelia Wilbur. The author, former psychiatry editor for Science Digest, worked with both patient and analyst in creating this moving account. Unfortunately for a work of non-fiction, the book lacks references or documentation of this case as reported in professional psychiatric literature.

Fiction:

Personal copy, not at PPC

Singer, Isaac Bashevis. The Family Moskat. Trans. A.H. Gross. New York: Farrar, Straus, 1965.

A great Yiddish writer draws from his own background to create a panorama of life in the Warsaw ghetto from the early 1900's to the beginning of World War II.

THE BIBLIOGRAPHIC ESSAY

The bibliographic essay should show how one would best pursue resources available on the topic chosen.

It should be logically written in an order which reflects the best tools and/or the best techniques for exploring the topic and finding research documentation. Begin with an INTRODUCTORY PARAGRAPH which defines the topic, highlighting major features of the SUBJECT itself or the SEARCH PROCEDURE and techniques. For instance, indicate which type of resource is best to consult first and which resources will be the most profitable in terms of quality and or quantity. Also be sure to show the limiting features of the research such as time span, etc.

Use the following checklist to select all the types of basic and general research tools that could be included in your essay. At least nine types should be appropriate to your research and should be mentioned in your essay. Of course you should decide in what order they will be mentioned.

- Subject headings
- Classification numbers
- Bibliographies
- Guides to the literature
- Indexes (periodical and otherwise)
- Abstracts and reviewing devices
- Dictionaries
- Encyclopedias
- Biographical tools
- Directories
- Atlases
- Handbooks, Manuals, compendia
- Yearbooks
- Statistics
- Current information sources -- journals devoted to the topic totally or as a regular feature.
- Government documents
- Books noted for excellence in "state of the arts" background reading
- Methodology books
- National Organizations devoted to the subject specialty
- Sources of non-profit information (Audio-visual or subject specialists)

Remember that the essay should describe what approach SHOULD BE taken. This approach is often different than the order you were required to follow while doing Bibliography Parts 1-4. Also, do not feel obliged to list every book used in the bibliography. You may want to make a more selective listing at this stage. Also, avoid mentioning individual periodical articles.

It is better to describe different journals and give information about the general trends of journal articles that can be seen. Of course, you may refer to a few outstanding periodical articles, if the need arises.

Format For Presentation

The essays should be typed, double spaced, with your name on all pages or with the paper thoroughly fastened. It should be between three and fifteen pages long, depending on the complexity of the topic and resources.

The bibliographic style used may be less formal than Turabian because individual titles will be mentioned in sentence context. For example: "Finding Facts Fast. (Alden Todd. Ref. Z 710 .T6) provides a thorough description of the use of private and public files."

The essay comes first, followed by your subject headings worksheet. Next comes the Bibliography, parts one through four.

Preparation For The Essay

You should begin thinking about the essay the day you start your bibliography research. Keep the diary as suggested below and formally consult with your instructor at least once before the essay is due. As you proceed you will find it helpful to keep a small diary of the following:

1. Your topic and any revisions of the topic that occur.
2. Subject headings found in the L.C. List, the card catalog itself.
3. Subject headings as used in each of the indexes consulted.
4. Names of publications, book, periodical,and reviewing sources that were not available.
5. Questions for class, problems in doing the work or locating material that you did not expect or were not adequately prepared to encounter.

HINTS FOR FINDING/CREATING BIBLIOGRAPHIES AND LITERATURE GUIDES.

Ways of finding bibliographies on topics of interest.

1. Check card catalog. First use the most specific subject heading and book for the subdivision-BIBLIOGRAPHY. Move to S.A. and XX terms, hunting for the subdivision.

2. Consult Bibliographic Index.

3. Use bibliographies in previously located books, periodicals, etc.

4. Use general bibliographies such as Winchell, Besterman, etc.

5. Check the pamphlet file (libraries file bibliographies there if they are physically small and may be lost on the shelves.)

6. Check the Course Manual under special subject areas.

7. Consult key reference tools for bibliographic references.

8. Ask specialist in the field if they know of existing useful bibliographies or guides to the literature. Include asking the library reference staff.

Ways of creating your own bibliography (if none is easily available.)

1. Consult trade and non-trade bibliographies (see your manual-ie Subject Guide to BIP, CBI, and in some rare cases NUC.)

2. Use the subject section of Book Review Digest.

3. Use general bibliographies in the generic disciplinary area.

4. Use the book review section of key professional journals in the area. (To find these use Ulrich's or Katz.)

5. Use specialized media tools such as International Index to Multimedia Information.

6. Locate key professional societies (using Gale's Directory of Associations) or individuals who know, are interested and care enough to collect and/or produce information.

7. Consult the card catalog with a well-constructed subject heading approach.

8. Consult a broad spectrum of indexes and abstracts which are concerned with your area, using a variety of points of view and a well-constructed subject approach.

HT
108 Urban affairs annual reviews. v. 1-
.U7 Beverly Hills, Calif., Sage Publications, 1967-

v. 25 cm.

v2 cl ALANAR 7/69 20.00

1. Sociology, Urban—Collections. 2. Cities and towns—Collections. 3. Municipal research—Collections.

HT108.U7 711'.4 67-18420

TR
820 Logan, Richard H
.L57 Elements of photo reporting [by] Richard H. Logan, III. New York, Amphoto [1971]
323 p. illus., ports. 24 cm. $12.50

Bibliography: p. 315-318.

1.Photography, Journalistic. I. Title.

TR820.L57 778.5'38'07
ISBN 0-8174-0523-2 73-97877

001 681 LC-MARC

PN
1994 Bobker, Lee R
.B547 Elements of film [by] Lee R. Bobker. New York, Harcourt, Brace & World [1969]
xi, 303 p. illus. (part col.) 24 cm.

Includes bibliographies.

1.Moving-pictures. I.Title.

PN1994.B547 791.43
79-80713

005 163 LC-MARC

Elements of photo reporting

TR
820 Logan, Richard H
.L57 Elements of photo reporting [by] Richard H. Logan, III. Amphoto [1971]
323 p. illus., ports.

Bibliography: p. 315-318.

1. Photography, Journalistic. I.Title

REF.
LA
212 A Bibliography of American educational history : an annotated and classified guide / [edited] by Francesco Cordasco, William W. Brickman ; contributing editors, Frederick M. Binder ... [et al.]. New York : AMS Press, [1975]
.B5 384 p. ; 24 cm.

18

Includes index.
ISBN 0-404-12661-8
1.Education--United States--History--Bibliography. I.Cordasco, Francesco, 1920- II.Brickman, William W. III.Binder, Frederick M.

LA212.15 [illegible] 74-29140
[LA212]

PHOTOGRAPHY, JOURNALISTIC

TR
820 Logan, Richard H
.L57 Elements of photo reporting [by] Richard H. Logan, III. New York, Amphoto [1971]
323 p. illus., ports. 24 cm. $12.50

Bibliography: p. 315-318.

19

1.Photography, Journalistic. I. Title.

TR820.L57 778.5'38'07
ISBN 0-8174-0523-2 73-97877

Government records
See Public records
Government regulation of commerce
See Commercial policy
Industrial laws and legislation
Industry and state
Interstate commerce
Trade regulation
methods of regulation, e.g. Bounties, Tariff
Government regulation of railroads
See Interstate commerce
Railroad law
Railroads and state
Government responsibility
See Government liability
Government risks insurance
See Insurance, Government risks
Government scientists
See Scientists in government
Government secrecy
See Executive privilege (Government information)
Government information
Official secrets
Security classification (Government documents)
Government spending policy *(Direct)*
ss Expenditures, Public
Public works
subdivision Appropriations and expenditures *under names of countries* (for descriptive and statistical works on government spending)
x Public spending policy
xx Economic policy
Expenditures, Public
Finance, Public
Full employment policies
Government support of science, literature, and art
See State encouragement of science, literature, and art
Government surveys
See Surveys
Government trading *(Direct)*
x State trading
xx Commerce
Commercial policy
Government business enterprises
Government ownership
Government vessels
ss Hospital-ships
Lighthouse tenders
Warships
subdivision Government vessels *under names of countries, e.g.* United States—Government vessels
x State ships
State vessels
xx Exterritoriality
Immunities of foreign states
Maritime law
Ships
Governmental investigations *(Direct)*
Here are entered works on investigations initiated by the legislative, executive, or judicial branches of the government and usually conducted by ad hoc or permanent bodies for the purpose of investigating some particular problem of public interest.
ss Criminal investigation
Executive privilege (Government information)
Legislative hearings
Police
names of specific investigative bodies
x Commissions of inquiry
Executive investigations
Government investigations
Investigations, Governmental
Judicial investigations
Legislative investigations
xx Investigations
Justice, Administration of
Legislation
Legislative bodies—Committees
Public administration
— United States
x Congressional investigations
Governments, Legitimacy of
See Legitimacy of governments
Governments in exile
ss subdivision Governments in exile *under names of wars, e.g.* World War, 1939-1945—Governments in exile
x Refugee governments
xx Exiles
International law
International relations
Refugees, Political
Sovereignty
State, The
Governor Shirley's War
See United States—History—King George's War, 1744-1748
Governors
Works on governors of the United States are entered under the heading Governors—United States. Works on governors in other countries are entered under the name of the country with subdivision Governors, *e.g.* Russia—Governors.
Works on governors of any state or province, including collective biography, are entered under the name of the state or province with subdivision Governors, *e.g.* Louisiana—Governors.
— United States
xx State governments
Note under Governors
— — Powers and duties *(JK2447-2458)*
ss subdivision Governors—Powers and duties *under names of individual states, e.g.* Louisiana—Governors—Powers and duties
— — Staff
Governors (Machinery) *(TJ1055)*
This heading covers governing mechanisms used in general machinery.
ss Electronic control
Gas-governors
x Centrifugal regulators
Regulators
xx Automatic control
Governors (Steam-engine) *(TJ550-551)*
This heading covers governing mechanisms applied particularly to steam-engines.
Example under Steam-engines
Gowns, College
See Academic costume
Gowns, Wedding
See Wedding costume
Gowrie Conspiracy, 1600 *(DA789)*
Gozan literature
See Japanese literature—Zen authors
Goza
xx Minstrels
Street music and musicians
GPLAN (Electronic computer system)
x Generalized Data Base Planning System
GPS (Computer program)
x General problem solver (Computer program)
xx Artificial intelligence
Problem solving
GPSS (Computer program language)
x General Purpose Simulation System
xx Digital computer simulation
Graafian follicle *(QL965; QM611)*
ss Corpus luteum
xx Embryology
Ovaries
Graal
See Grail
Grabens (Geology) *(Indirect)*
x Fault troughs
xx Geology, Structural
Rifts (Geology)
Grace, Gifts of
See Gifts, Spiritual
Grace (Aesthetics)
Grace (Theology) *(BT760-761)*
ss Covenants (Theology)
Law and gospel
Semi-Pelagianism
Supernatural (Theology)
Virtue, Infused
xx Convenants (Theology)
Conversion
Theology, Doctrinal
— Early works to 1800
— History of doctrines
— — Early church, ca. 30-600
— — Middle Ages, 600-1500
Grace at meals *(BV283.G7)*
x Blessings, Table
Prayers, Table
Table blessings
Table prayers
xx Prayers
Graces, Expectative
See Benefices, Ecclesiastical
Graces, The *(Literature, PN57.G6; Mythology, BL820.G8)*
Grackles
Grade crossings
See Railroads—Crossings
Grade labeling
See Labels
Grade repetition
x Non-promotion (School)
Repetition, Grade
xx Promotion (School)
Slow learning children
Underachievers
Grade school . . .
See Elementary school . . .
Grade separation (Highway engineering)
See Roads—Interchanges and intersections
Graded schools
See Ability grouping in education
Grading and marking (Students)
Gradehede, Battle of, 1157 *(DL170.8)*
Graders (Earthmoving machinery)
x Grading machinery
Motor graders
Road graders
xx Earthmoving machinery
Motor vehicles
Road machinery
Scrapers (Earthmoving machinery)
— Lubrication
— Maintenance and repair
— Safety measures

L.C. List

Periodical Indexes

TOPIC-Use of television for educational purposes

* TELEVISION IN EDUCATION (21 items)
" " " -Directories
" " " -Statistics
" " " -U.S.

CLOSED CIRCUIT TELEVISION
TELEVISION IN HEALTH EDUCATION
" " MEDICAL "
" " MILITARY "
" " NAVAL "
" " SCIENCE "
" " TEACHER TRAINING

} more in our library

EDUCATION
TEACHING-AIDS AND DEVICES
TELEVISION BROADCASTING

} general, must read a great deal

Subject headings found as searched through the card catalog entries themselves. (Not given through L.C. List search)

✓Television programs, Public service
✓TEACHING MACHINES
EDUCATIONAL TELEVISION-STATISTICS
EDUCATIONAL TELEVISION STATIONS-STATISTICS
✓EDUCATIONAL TELEVISION - DIRECTORIES

Most important journals noted

AV COMMUNICATION REVIEW
EDUCATIONAL BROADCASTING REVIEW
EDUCATIONAL BROADCASTING
EDUCATIONAL TELEVISION
AV INSTRUCTOR
EDUCATIONAL MEDIA INTERNATIONAL
AV GUIDE
AUDIOVISUAL INSTRUCTION
EDUCATIONAL TECHNOLOGY
TODAY'S EDUCATION
JOURNAL OF BROADCASTING
BROADCASTING

* most useful
✓ very useful

Topicator
Education
" - Audio/Visual
" -ETV
" -ITV
" -Public TV
" - " " -Funding

Education Index
* TELEVISION IN EDUCATION - ADMINISTRATION
" " " - EVALUATION
" " " - FINANCE
" " " - INTN'L ASPECTS
" " " - STATE & FED. AID
" " " - SUPERVISION
" " " - COLLEGES & UNIV's
" " " - ELEMENTARY SCHOOLS
" " " - HIGH SCHOOLS
" " " - Country subdivisi
Television BROADCASTING-EDUCATIONAL PROGRAMS
TELEVISION IN ART EDUCATION
" " BUSINESS
" " CHILD STUDY
" " (18 more headings like these)
TELEVISION STATIONS, EDUCATIONAL
TELEVISION BROADCASTING FOR CHILDREN

CIJE (Current Index to Journals in Education)

TELEVISION
✓TELEVISION CURRICULUM
✓EDUCATIONAL TECHNOLOGY

Business Periodicals Index

* TELEVISION IN EDUCATION
EDUCATIONAL BROADCASTING STATIONS
* EDUCATIONAL BROADCASTING

PAIS
* TELEVISION IN EDUCATION
* TELEVISION STATIONS, NONCOMMERCIAL

NEW YORK TIMES INDEX
✓TELEVISION - NONCOMMERCIAL
(a few other headings given brief see also's)

OUTLINE OF DEWEY DECIMAL CLASSIFICATION SYSTEM

DIVISIONS

000	GENERAL WORKS	300	SOCIAL SCIENCES	600	TECHNOLOGY	800	LITERATURE
010	Bibliography	310	Statistics	610	Medical sciences	810	American literature in English
020	Library science	320	Political science	620	Engineering	820	English and Old English
030	General encyclopedias	330	Economics	630	Agriculture	830	Germanic literature
040	General collected essays	340	Law	640	Home economics	840	French, Provencal
050	General periodicals	350	Public administration	650	Business	850	Italian, Rumanian
060	General societies	360	Social welfare	660	Chemical technology	860	Spanish, Portuguese
070	Newspaper journalism	370	Education	670	Manufactures	870	Latin and other Italic
080	Collected works	380	Public services and utilities	680	Other manufactures	880	Classical and modern Greek
090	Manuscripts and rare books	390	Customs and folklore	690	Building construction	890	Other literatures
100	PHILOSOPHY	400	LANGUAGE	700	THE ARTS	900	HISTORY
110	Metaphysics	410	Comparative linguistics	710	Landscape and civic art	910	Geography, travel, description
120	Metaphysical theories	420	English and Anglo Saxon	720	Architecture	920	Biography
130	Branches of psychology	430	Germanic languages	730	Sculpture	930	Ancient history
140	Philosophical topics	440	French, Provencial languages	740	Drawing and decorative arts	940	Europe
150	General psychology	450	Italian, Rumanian languages	750	Painting	950	Asia
160	Logic	460	Spanish, Portuguese languages	760	Prints and print making	960	Africa
170	Ethics	470	Latin and other Italic languages	770	Photography	970	North America
180	Ancient and medieval philosophy	480	Classical and modern Greek	780	Music	980	South America
190	Modern philosophy	490	Other languages	790	Recreation	990	Other parts of the world
200	RELIGION	500	PURE SCIENCE				
210	Natural theology	510	Mathematics				
220	Bible	520	Astronomy				
230	Doctrinal theology	530	Physics				
240	Devotional and practical theology	540	Chemistry and allied sciences				
250	Pastoral theology	550	Earth sciences				
260	Christian church	560	Paleontology				
270	Christian church history	570	Anthropology				
280	Christian churches and sects	580	Botanical sciences				
290	Other religions	590	Zoological sciences				

OUTLINE OF THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A GENERAL WORKS
(Encyclopedias, dictionaries, yearbooks, and other general works)

B PHILOSOPHY, PSYCHOLOGY, RELIGION
B - BD Philosophy
BF Psychology
BL- BX Religion

C AUXILIARY SCIENCES OF HISTORY
(General history of civilization, genealogy)

D HISTORY: GENERAL AND OLD WORL

E HISTORY: UNITED STATES

F HISTORY: UNITED STATES, LOCAL, AND OTHER AMERICAN COUNTRIES
1 - 975 United States, local
1000- Canada and South America

G GEOGRAPHY, ANTHROPOLOGY, RECREATION
G - GC Geography
GN Anthropology

H SOCIAL SCIENCES
HB Economics
HF Commerce
5801-6191 Advertising

J POLITICAL SCIENCE

K LAW

L EDUCATION
LB Theory and practice of education
1025-1050 Teachin
1141-1489 Kindergarten
1501-1547 Primary education
1555-1602 Elementary or public school education
LC Special aspects of education
1140 Preschool
1141-1499 Kindergarten
1555-1601 Elementary education
3951-3990 Exceptional children

P LANGUAGE AND LITERATURE
PA Classical languages and literature
PC Romance languages
PN Literary history and general collections
4699 - 5650 Journalism
PQ Romance literature
PR English literature
PS American literature
PT Germanic literature
PZ General fiction and juvenile literature

Q SCIENCE
QA Mathematics
QD Chemistry
QE Geology
QK Biology

R MEDICINE

S AGRICULTURE

T TECHNOLOGY
TK Electrical engineering
5101 - 6720 Telecommunication
TT Handicrafts

U MILITARY SCIENCE

V NAVAL SCIENCE

Z BIBLIOGRAPHY AND LIBRARY SCIENCE
662 - 1000 Libraries and library science
1001 - 8999 Bibliography
1201-4980 National bibliography
5051-7999 Subject bibliography

RULES FOR FILING IN THE CARD CATALOG

1. Alphabetical, word by word. In word by word filing, nothing comes before something.

Word by Word:	Letter by Letter:
I met a man	Image books
Im Wandel der Jahre	Image of American
Image books	Images of America
Image of America	Imaginary conversations
Images of America	Imagism
Imaginary conversations	I met a man
Imagism	Im Wandel der Jahre
In an unknown land	In an unknown land
In the days of the giants	Incas
Incas	In the days of the giants

2. Abbreviations are filed as if they were spelled out: St. is filed Saint. Exception to this rule: Mr., Mrs. and Ms. are filed exactly as written.
3. Names beginning with Mc and M' are arranged as if they were spelled Mac.
4. Definite and indefinite articles at the beginning of titles and other headings are ignored. Articles within an entry are included for filing.
5. Numbers are filed as though they were spelled out: i.e. 100, one hundred.
6. Historical subject headings have subheadings filed in chronological order.
7. If the word is the same, items are filed in the order person, corporation and then title. Remember, in our catalog, authors and titles are on one side and subjects are on the other side.
8. The latest edition of the book is filed before earlier editions.

The following simple listing gives examples for all these rules. Please remember that we separate our subjects from authors and titles even though this has not been done for this demonstration list.

The a capella chorus book	McHenry, William
Aaron, Charles	Machines
The Abbey theatre	McNeill, Richard
ABILITY	Monetary Fund
ABILITY-TESTING	Mr. Mack
Accent on teaching	100 dresses
An account on voting rights	only a rose
Education: History of an era	St. Augustine
EDUCATIONAL PSYCHOLOGY	School days
Forest, John	U.S. -- HISTORY -- COLONIAL PERIOD
Forest Preservation, Inc.	U.S. -- HISTORY -- REVOLUTION
Forest animals	U.S. -- HISTORY -- CIVIL WAR

LS - 101
Class Linked Assignment

1. During three or four different classes which coincide with the manual categories, i.e. History, English, Journalism, Education, etc., formulate a question you would like to know more about and find three or more sources in the library that provide the needed information.

AT LEAST ONE SOURCE MUST BE LISTED IN THE MANUAL UNDER THE SUBJECT CATEGORY, the others may be general reference, book, periodical, etc. Try to vary your technique.

The fourth report may be your own choosing. Make a brief report on the research including the following information:

1. A statement of the question and course number that you are researching the question for.
2. A complete bibliographic citation for each item used. (include call number at the end.)
3. Under each citation note:
   A. How you located the tool-using the manual, the card catalog, browsing, suggested by a reference librarian, suggested by another source you used, etc.
   B. Whether the material you found satisfied your question briefly or in detail.
   C. When you used the tool itself, how did you zero in on the specific information you wanted? Through index, table of contents, another bibliographic reference, browsing the contents randomly, etc.
4. State which approach to finding the answer was most effective (in terms of either time spent, or value of information gained) and note which source you found most suited to your needs.

See the sample sheet for more information.

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LS-101
S. Kushon
Section C
Assignment I
Dates Due:
Sample I

CLASS-LINKED ASSIGNMENT

Sample:

LS 101 - I didn't understand what instructor meant by looking for information by "thinking about what kind of reference book holds what kind of information."

1. Rivers, William L. Finding Facts. Englewood Cliffs, N.J.: Prentice-Hall, Inc. 1075. (PN 146.58), p.78-157.
   A. on reserve for the instructor
   B. in some detail, more in the reading not assigned.
   C. required reading.

2. Winchell, Constance, Guide to Reference Books. (Ref Z 1035.W79, 1967) p.XVII-XVIII.
   A. suggested by librarian or I'd never have found it. (in the manual)
   B. in detail.
   C. reading the preface.

3. White, Carl. Sources of Information in the Social Sciences. 2nd ed. Chicago: ALA, 1973. (Ref. Z 7161.W49, 1973) p.1-73.
   A. in the manual, figured a Guide to the literature might describe this.
   B. in detail.
   C. browsing the introduction and then seeing practical annotated example grouped by category.

Approaching the card catalog was useless. No subject heading there would work.

The librarian's suggestions were helpful background reading, but they would have been harder to read without going to the Rivers article first.

LS 101
Class-Linked Assignment
Sample II

CLASS-LINKED ASSIGNMENT

Journalism-Since I am majoring in Journalism especially that of sports writing, Mr. Labarbera advised me to check into well-known sports writers. He instructed me to check not only the articles that they wrote but also to know a little about their lives. Mr. Labarbera mentioned Paul Gallico a number of times and so I chose to look up him for further information.

1. Holton, Mary Lou. "WLB Biography: Paul Gallico." Wilson Library Bulletin 38 (May 1964): 797.
   A. in the manual, used Reader's Guide to Periodical Literature (volume 24) under Paul Gallico.
   B. in some detail, devoted mostly to his work.
   C. required reading.

2. Rothe, Anna, editor. Current Biography. New York: H.W. Wilson Company, 1947. (REF. CT 100 .C8 1946.)
   A. in the manual, I knew what book to use but the reference librarian had to show me where the book was located.
   B. in very good detail.
   C. through the index.

3. Holtzman, Jerome. No Cheering in the Press Box. New York: Holt, Rinehart and Winston, 1974. (GV 719 .A2 H62)
   A. browsing.
   B. in some detail, one chapter of Paul Gallicos' story at Jack Dempseys' camp begins with a brief italicized life story on Gallico.
   C. browsing through the contents.

The Current Biography was exactly what I was looking for because it contained many details on the life and accomplishments of Paul Gallico. It took the least amount of time to find but had the best value of information. Using the card catalog was only good when locating books by Paul Gallico but I was looking for a biography on him.

I N D E X E S

Indexes are rarely quick, but they can be highly profitable in locating references to suit the breadth, depth, quantity, specificity and currency needed in most research projects. Both patience and orderly progression are needed to perform manual searches in periodical and other indexes.

Two things are critical here. First, be sure to choose the right indexing and/or abstracting services. Each coverage is different and must be matched with the subject content or professional specialization your research needs. Second is the task of identifying the subject headings that will be useful in your search. Several will often be relevant in each index, and these headings may vary in form from one index to another. Consult the Cross Reference Index to see this variation clearly.

Generally, periodical articles are valued for their timeliness or their scholarship. They are the best, and possibly the only, source on new issues; and they provide retrospective contemporary reports of post events as well as current views of history. In professional journals are valuable research articles by well known scholars. Many of these articles have detailed presentations on topics so narrow that no books can be found on the topic.

When using indexes be sure to consult the periodical records to see where a particular journal is held before you pursue the article further. You may wish to consult the PRLC Union Lists (Ref Z 6945 .P5 v.1&2) to locate a title in another Pittsburgh library, or you may decide to use the local library holdings only. For items you will attempt to locate, be sure to copy the full periodical title, (abbreviated title should be verified in the front of the index immediately), the volume number, date, and page numbers.

Read also Todd p. 18-25, 33, 40-43, 75-76, and 97-98.

Indexes are arranged alphabetically by title in the Index Room.

POOLE'S INDEX TO PERIODICAL LITERATURE (time covered: 1802-1906)
19th century forerunner of the Reader's Guide. Indexed by subject only, except stories and poems which are listed by title, from 479 American and English periodicals, some of which are in the LAC Microbook Collection.

NINETEENTH CENTURY READER'S GUIDE (Wilson/time covered: 1890-1899)
Predacessor to Reader's Guide.

READER'S GUIDE TO PERIODICAL LITERATURE (Wilson/time covered: 1900 to date)
General index to more than 100 popular, non-technical periodicals. Indexed by author, subject and sometimes title.

SOCIAL SCIENCES INDEX (Wilson/1974 to date, before June, 1974 known as SOCIAL SCIENCES AND HUMANITIES INDEX)
Scholarly indexing service.

HUMANITIES INDEX (Wilson/1974 to date, before June, 1974 known as SOCIAL SCIENCES AND HUMANITIES INDEX)
Scholarly indexing service.

SOCIAL SCIENCES AND HUMANITIES INDEX (Wilson/1965-1973, before April, 1965 known as INTERNATIONAL INDEX)
Scholarly indexing service especially good for cross-disciplinary views. Covers archaeology, anthropology, classical studies, communications, geography, history, language and literature, philosophy, political science, religion, and sociology.

INTERNATIONAL INDEX (1907-1965)
Before World War II a few foreign language titles were given. Psychological and scientific journals dropped at the same time.

PUBLIC AFFAIRS INFORMATION SERVICE BULLETIN (usually cited as PAIS)
(time covered: 1965 to date)
Selects and includes books, government documents, pamphlets, public and private agency reports, and periodical articles covering public affairs and administration on a local, state, federal and international level. Publications are all in English, some are difficult to obtain.

INDEXES,cont.

BOOK REVIEW DIGEST (Wilson/time covered: 1905 to date)
Indexes reviews of fiction and nonfiction published in U.S. Entries arranged by author, with many reviews digested. Indexed by title and subject.

INTERNATIONAL INDEX TO MULTIMEDIA INFORMATION (Ref. Z 5814 I5)
Author, subject and media type index to reviews of media packages. Presentation and use serve as a media selection and awareness device in much the same fashion as Book Review Digest.

ESSAY AND GENERAL LITERATURE INDEX (Wilson/1900 to date)
Index to essay collections and miscellaneous essay books covering all subjects.

BIBLIOGRAPHIC INDEX (Wilson/ 1937 to date)
Subject listing of bibliographies appearing in books and periodicals which have been included in all the various Wilson indexing operations.

BIOGRAPHY INDEX (Wilson/1946 to date)
Biographies in individual and collective biographical books as well as periodicals. Covers all times and professions, arranged alphabetically by person's name with a subject listing by profession in the back of the volume.

SPECIAL SUBJECT INDEXES

EDUCATION INDEX (Wilson/1929 to date)
Includes periodicals, some books and government documents concerning education in its broadest definition.

32

CURRENT INDEX TO JOURNALS IN EDUCATION (usually cited CIJE, 1969 to date)
An ERIC publication covering periodicals only. Has a subject index which gives reference to an entry code. The main entry will

INDEXES, cont.

often give a summary of the article and show all the index terms used. This publication also carries and ERIC Thesarus update.

RESOURCES IN EDUCATION (1966 to date) (is located in the Abstracts Collection, previously Research in Education)
Index to ERIC Microfische Documents Collection. Each title is summarized or abstracted. Arrangement is the same as CIJE and is used to locate copies of otherwise unpublished or difficult-to-find research.

BUSINESS PERIODICALS INDEX (Wilson/1958 to date)
Covers accounting, advertising, banking and finance, general business, insurance, labor and management, marketing and purchasing, public administration, taxation, and specific industries and trade, such as publishing and broadcasting.

TOPICATOR (1965 to date)
Indexes trade publications in advertising and broadcast media. Use the key to subject indexing in front of the publication to avoid confusion.

APPLIED SCIENCES AND TECHNOLOGY INDEX (Wilson/before 1958 this was known as INDUSTRIAL ARTS INDEX and included material now covered by BUSINESS PERIODICALS INDEX) (time covered: 1958 to date; INDUSTRIAL ARTS INDEX:. 1913-1957)

PSYCHOLOGICAL ABSTRACTS (1927 to date)
Includes books and periodicals arranged categorically with excellent subject and author indexing.

33

ART INDEX (Wilson/1929 to date)
Includes art periodicals, museum bulletins, annuals, etc. Covers artists and subjects, both pure and applied. Will list reproductions or printed in journals.

INDEXES, cont.

PHILOSOPHER'S INDEX (1967 to date)
Includes American and British periodicals, selected foreign language journals, also indexes book reviews and translations.

NEWSPAPER INDEXES

NEW YORK TIMES INDEX (1851 to date)
Indexes the late city edition. Subheadlines are included and serve as excellent summary or overview. Numerous cross references entries arranged by date within subject and include reference to section number and column.

WALL STREET JOURNAL INDEX (1958 to date)
First half devoted to corporation news items. Second half devoted to general subject division of the news.

CHRISTIAN SCIENCE MONITOR INDEX (1960 to date)
National newspaper focusing on regional and international affairs.

GUIDES TO THE LITERATURE

A "guide to the literature" is a reference book or scholarly article which records the many sources of information on any given topic, both print and non-print. It describes tools and techniques for finding topically relevant materials and is prepared with authority and by experts. Most works are frequently revised. The scope of the guide is usually very broad, incorporating sources that record the topic from many vantage points and on many levels of investigation. In addition, such guides often give textual explanation of the subject itself. Generally, a guide to the literature is not consulted as a reading list because many or most of the cited items are of reference dimensions. Below are several guides to the literature. Closely examine one volume which applies to your topic to determine the organization, completeness of the work, and the use you would make of it. Many graduate schools will use a book of this type as a textbook in a specialized research course.

Blum. BASIC BOOKS IN THE MASS MEDIA. Ref. Z 5630 .B55
Bishop. PUBLIC RELATIONS. Ref. Z 7164 P957 .B58
Burke & Burke. DOCUMENTATION IN EDUCATION. Ref. Z 711 [illegible] 1967
Berry. A BIBLIOGRAPHIC GUIDE TO EDUCATIONAL RESEARCH. Ref. Z 5811 .B39
White. SOURCES OF INFORMATION IN THE SOCIAL SCIENCES. Ref. Z 7161 .W49 1973
Brock. THE LITERATURE OF POLITICAL SCIENCE. Ref. Z 7161 .B83
Coman. SOURCES OF BUSINESS INFORMATION. Ref. Z 7164 .C81 C75 1964
Carrick. HOW TO FIND OUT ABOUT THE ARTS. Ref. Z 5931 .C3 1965
Pinson. RESOURCE GUIDE TO CURRENT SOCIAL ISSUES. Ref. Z 7164 .S66 P47 M9 1966
Davies. MUSICALIA: SOURCES OF INFORMATION IN MUSIC. Ref. ML 113 .D383

BIBLIOGRAPHIES

Indexes:
BIBLIOGRAPHIC INDEX (Index Room)
Includes books and periodicals which are wholely bibliographic or which include bibliographies.

Guides to Reference Books:
Sheehy. GUIDE TO REFERENCE BOOKS. Ref. Z 1035.1 .S43 1975
Frequently called the "Librarian's Bible," is an annotated, subject arranged and subject and title listing of major reference works in all subjects.
Walford. GUIDE TO REFERENCE MATERIAL. Ref. Z 1035 .W252
The British equivalent of Sheehy.
Besterman. A WORLD BIBLIOGRAPHY OF BIBLIOGRAPHIES. Ref. Z 1002 .B5685
A now dated listing of bibliographies in all subjects from many nations in many languages.

TRADE BIBLIOGRAPHIES

BOOKS IN PRINT. (Circulation Desk, Author and title volumes) — Ref. PE 1625 .R3
See Todd, p. 26-7

SUBJECT GUIDE TO BOOKS IN PRINT. (Reference Room)

PUBLISHER'S TRADE LIST ANNUAL. (Reference Room)
Publisher's catalogs arranged alphabetically

AMERICAN BOOK PUBLISHING RECORD. (Technical services Office)
Arranged in Dewey Classified Order with an author and title index

NON-TRADE BIBLIOGRAPHIES

CUMULATIVE BOOK INDEX. (1898 to date) Cumulated as UNITED STATES CATALOG (Reference Room) Ref. Z 1219 .H78 — Ref. PE 1625 .W36 1966
Author, title and subject listing of books published in a given year.

NATIONAL UNION CATALOG (Technical Services Office)
Reproduction of main entry catalog cards from Library of Congress. — Ref. PE 1591 W4 1931
See Todd, p. 78-9

Ref. PE 1591 B45 1975

Ref. PE 1591 R73

DICTIONARIES AND WORD BOOKS

The Random House Dictionary of the English Language.

Contains more than 260,000 entries. Relative up-to-date, chief attraction for libraries; has several foreign word lists, and atlas section, a list of reference books, etc.

Webster's Third New International Dictionary.

A completely new work, redesigned, restyled and reset. This edition presents the language as currently used, with a new concept of acceptability of usage, construction, pronunciation, etc. Gives meanings for over 450,000 words.

Webster's Dictionary of Synonyms.

Every word is entered in its own alphabetical place and is followed by a list of its synonyms, with a reference to the entry where the discussion of these listed words is to be found. In the case of antonyms, those appropriate to an entry have been chosen and exhibited at that entry regardless of whether they are themselves discriminated in the book.

Bernstein's Reverse Dictionary.

An unconventional dictionary listing meanings first and supplying words which describe these meanings. The meanings are listed alphabetically.

Roget's International Thesaurus.

New edition-the most up-to-date, the only one stressing modern quotations as well as ancient and foreign, the only one embodying a system of precise references to paragraphs within sections, and the only one set in large type.

Ref.
PE
3721
P3
1961 a.

Partridge, Eric. A Dictionary of Slang and Unconventional English.

This dictionary is designed to form a humble companion to the monumental Oxford English Dictionary. Two volumes in one: v.1-The Dictionary; v.2-The Supplement. Contains information on Colloquialisms and Catch-phrases, solecisms and catachreses, nicknames, vulgarisms and such Americans as have been naturalized.

Ref.
PE
2835
.E84

Evans, Bergen. A Dictionary of Contemporary American Usage.

An informally written, scholarly dictionary, reflecting the personal opinions of the authors. Arranged alphabetically, with explanations of grammar and rhetoric, word usage, literary concepts, cliches; phrases, idioms, figures of speech, etc.

Ref.
PE
2835
C72

Craigie. A Dictionary of American English. 4 V's.

Compiled on historical principles, with explanations of meaning or use dated when period is clearly determined, and with illustrative quotations dated and arranged chronologically. Covers period to the end of the 19th century.

Ref.
1625
N55
1958

Webster's New World Dictionary of the American Language.

A fully revised and updated edition, proper names, place-names, abbreviations, foreign phrases, etc., are given. Definitions are given in chronological order, earliest meanings first.

Ref.
PE
1630
B3

The Barnhart Dictionary of New English Since 1963.

Includes old words in new applications, idiomatic phrases, figurative and transferred meanings of names and scientific and technical terms which are not necessarily new but which have recently become part of the common vocabulary.

Ref.
PE
1628
.F65

Fowler, H.W. A Dictionary of Modern English Usuage.

Alphabetically arranged; definitions of terms-sometimes with disputed spellings and spelling plurals, pronunciation, etc.-are interspersed with brief essays on the use and misuse of words and expressions, parts of speech.

Ref.
PE
1625
M7
1933

The Oxford English Dictionary.

A multi volume work. The vocabulary treated is that which came into use during the publication of the successive sections of the main Dictionary. The most important use of this dictionary is for historical information on the use of a word. This dictionary is currently being revised in a supplemental volume series.

Ref.
PE
1625
W3
1952 a
c.2

Webster's New Twentieth Century Dictionary.

Unabridged, includes appendices of foreign words and phrases, commercial and financial terms in eight languages, chronology of historical events, the charter of the United Nations.

Ref.
PE
1628
.W4N4

Webster's New Collegiate Dictionary.

The most comprehensive Merriam-Webster desk dictionary ever published. Contains over 22,000 new words, provides valuable assistance to anyone writing a theme, preparing a research project, or addressing personal or business correspondence.

Ref.
PE
1680
M59

Morris, Harper. Dictionary of Contemporary Usage.

The most informative guide available for anyone who writes, speaks, or reads the english language. Demonstrates by discussion and example the standards of linguistic usage adhered to by those who use the language well.

ENCYCLOPEDIAS

Encyclopedia Britannica - Micropaedia.

A ten volume work with an index to macropaedia and and independent ready source offering some 102,214 articles ranging from a few lines up to 750 words in length. The 19 volume Macropedia comprises 4,207 "in depth" articles, none of which is less than 1,000 words in length. These are signed articles by a world-wide roster of authorities. Also includes selected briefly annotated bibliographies. Propaedia a single volume attempts to set forth in some orderly way the major topical rubrics that must altimately be dealt with in the general encyclopedia.

Encyclopedia Americana.

A good comprehensive encyclopedia for general use. Important articles are signed with full name and title of the contributor.

World Book Encyclopedia.

A good juvenile encyclopedia, one of the leading American works in the field.

Grand Larousse Encyclopedique. (French) 10 v.

A dictionary as well as an encyclopedia, articles are brief and entries are specific.

Der Grosse Brockhaus. (German) 13 v.

Characterized by short articles on very specific subjects; profusely illustrated, including many small illustrations in text. Articles are unsigned, many have bibliographies.

Encyclopedia Universal Ilustrada Europer. Americano (ESPASA)

A useful encyclopedia for the large reference or special library. It has long articles, bibliographies, good illustrations and maps. Also includes short articles on small subjects.

SUBJECT AREA ENCYCLOPEDIAS

Ref.
Q
121
.M3
1971

McGraw-Hill. Encyclopedia of Science & Technology.

Articles are signed and coverage is international. Includes bibliographies, yearbooks, and study guides.

Ref.
QD
5.15
1964

Van Nostrand International Encyclopedia of Chemical Science.

Prepared for chemists, chemical engineers, teachers, and students. Alphabetically arranged definitions and explanations of theory and practice, processes and operations, tests and testing methods.

Ref.
QH
13
.G7
1970

Gray. Encyclopedia of the Biological Sciences.

An alphabetically arranged encyclopedia of signed articles with bibliographies covering all aspects of the broad field of the biological sciences. Prepared for the non-specialist.

Ref.
HF
1001
.P77

The Prentice-Hall Encyclopedia Dictionary of Business.

A complete library of business ideas, procedures and information in one volume. Arranged alphabetically for easy reference. Include illustrations.

Ref.
H
40
.A215

International Encyclopedia of the Social Sciences.

Reflects the development and recent rapid expansion in the area of social sciences. Topical articles are devoted to concepts, principles, theories, and methods in the disciplines of anthropology, economics, geography, history, law, political science, sociology and the like.

Ref.
B
41
.E5

Encyclopedia of Philosophy.

Designed to cover the whole of philosophy as well as many of the points of contact between philosophers and other disciplines.

Subject Area Encyclopedias, cont.

Ref.
N
31
.E533

Encyclopedia of World Art.

See section under "Humanities" for annotation.

Ref.
N
33
.M23

McGraw-Hill. Dictionary of Art.

A ready reference source in English that surveys the three-dimensional arts in their entirety.

Ref.
ML
100
.G885

Grove. Dictionary of Music and Musicians.

See section under "Humanities" for annotation.

Ref.
ML
3561
.J3
E55

Feather. Encyclopedia of Jazz.

see section under Resources in Afro-American Studies for annotation.

Ref.
ML
102
.J3
S78

Roxon Rock Encyclopedia.

Emphasis is on the careers and discography of individual performers and rock groups. Some entries for terms in rock parlance.

Ref.
ML
102
.J3
S78

Stambler. Encyclopedia of Folk, Country, and Western Music.

Entries run largely to biographical sketches of individual performers or groups, but some attention is given to instruments, festivals, etc.

Ref.
BF
889.5
.R6

Roman. Encyclopedia of the Written Word.

Combines definition and discussion - some cases - virtual essays - of terms central to such fields as graphology; handwriting identification; the psychology and physiology of writing; and related aspects of man's communicative functions.

Subject Area Encyclopedias, cont.

Ref.
BF
31
.G6

Goldenson, Robert M. Encyclopedia of Human Behavior: Psychology, Psychiatry, and Mental Health.

Terms, theories, treatment techniques, and bibliographies of important figures in the fields of psychology, psychiatry, and mental health are dealt with in about 1,000 entries in dictionary arrangment.

Ref.
BL
31
.E44

Hastings. Encyclopedia of Religion and Ethics.

The most comprehensive work in this class in English, including: articles on all religions; ethical systems and movements. Signed articles and full bibliographies.

Ref.
BL
31
.F4

Ferm. An Encyclopedia of Religion.

Outlines in one volume clear concise terms, tens of thousands of entries. Includes all significant religions of the world as well as personalities, places, dates and characteristics of each.

Ref.
BX
841
.N44
1967

New Catholic Encyclopedia.

An international work of reference on the teachings, history, organization, and activities of the Catholic church, and on all institutions affecting the Catholic church from its beginnings to the present.

Ref.
DS
102.8
.J6

The Jewish Encyclopedia.

A descriptive record of the history, religion, literature, and customs of the Jewish people from the earliest times to the present day.

Ref.
AC
105
.L57
v.1-2

Lincoln Library.

A serviceable compendium of varied information, now revised with every printing. Nonalphabetical. Materials are grouped by subject field in compact form, often using graphs, charts, and tables. Alphabetical index.

The Lincoln Library of Language Arts.

Based on the latest edition of Lincoln Library of Essential Information. This two volume work provides information on the thorough treatment of good usage in language, vocabulary-building, punctuation, speech and debate, synonyms and antonyms, and foreign terms.

The Lincoln Library of the Arts.

v.1 - History and Literature. v.2 - The Arts Biography: Greatly expanded biographical and topical reference tool. Includes sections on essential, but infrequently encountered topics such as architecture, housing, opera, etc.

Ref.
AY
67
.N5
W7

World Almanac.

The most comprehensive and most frequently useful of the American Almanacs of miscellaneous information. Contains statistics on social, industrial, political, financial, religious, educational, and other subjects. Well up-to-date and, in general reliable; sources for many of the statistics are given.

Ref.
AY
64
.I 55

Information Please Almanac.

An almanac of miscellaneous information, with a general topical arrangement and subject index. Includes extensive statistical and historical information on the United States.

Ref.
AY
64
.R4

Readers Digest Almanac.

A useful, inexpensive, quick-reference source, similar to the World Almanac and the Information Please Almanac. Sources of statistical tables, etc., are usually indicated.

Ref.
AY
64
.C

CBS Almanac (Previously The New York Times Almanac).

An important reference guide for home and school. Includes up-to-date vital statistics; a complete guide to colleges and universities; Expanded records and statistics on all major sports; over 4,000 brief biographies of world figures and celebrities, living and dead.

Ref.
D
410
.F3

Facts on File.

A weekly classified digest of news arranged under such headings as: World Affairs, National Affairs, Latin America, Finance, Economy, Arts, Science, Education, Religion, Sports, Miscellaneous, etc. Indexes are published twice monthly and are accumulative throughout the year.

Ref. D 410 .K4 — Kessing's Contemporary Archives.

A weekly diary of important events in all countries, including texts of speeches and documents, obituaries, statistics, etc., with source of report cited.

Ref. D 2 .E8 — Europa Yearbook.

Beginning in 1960, issued in two volumes: volume 1, covering international organizations and Europe; volume 2, covering Africa, the Americas, Asia, and Australasia. Information on the United Nations, its agencies, and other international organizations is followed by detailed information about each country, arranged alphabetically in each volume.

Ref. JX 1977 .A37 Y4 — Yearbook of the United Nations.

Summarizes the activities, proceedings, and decisions of the United Nations. Covers the origin and the evolution of the United Nations, the first General Assembly. Includes documentary bibliography, subject index, and an index of names.

Ref. JK 2403 .B6 — Book of the States.

A comprehensive manual on state activities. Order of presentation varies. Frequency varies. Two supplements are usually issued in odd numbered years: one listing state elective officials and legislators; the other administrative officials classified by functions.

Ref. JK 3630 .P4 — Pennsylvania Manual.

A continuation of Thomas Jefferson's Manual of Parliamentary Practice, first published in 1801. Contains essential information on the structure and government of the state of Pennsylvania; its judiciary system, elected officials, the state color, etc., the state flower, etc. Has individual index.

Ref. JS 344 .C5 A24 — Municipal Yearbook.

The authoritative resume of activities and statistical data of American cities. Contents vary. Includes signed annual surveys by various writers, statistical tables, and bibliographical references.

Ref. JA 51 .S7 — Statesman's Yearbook.

A concise and reliable manual of descriptive and statistical information about the governments of the world. Contents vary. A valuable feature is the selected bibliography of statistical and other books of reference given for each country.

STATISTICAL SOURCES

Ref.
HA
202
.S7

Statistical Abstract of the United States.

A single-volume work presenting quantitative summary statistics on the political, social, and economic organization of the United States. Serves as a first source for statistics of national importance and as a guide to further information, as references are given to the sources of all tables.

Ref.
HA
202
.A36

County and City Data Book.

Presents the latest available census figures for each county, and for the larger cities in the United States.

Ref.
HA
12.5
.U63

United Nations. **Statistical Yearbook.**

A summary of international statistics to continue the Statistical Yearbook of the League of Nations. Covers population, agriculture, mining, manufacturing, finance, trade, social statistics education, etc., of the various countries of the world, the tables usually covering a number of years.

Ref.
HA
17
.D45

United Nations. **Demographic Yearbook.**

A compendium of international demographic data including official statistics from almost 250 geographic areas of the world. Covers population, natality, mortality, marriage and divorce.

Ref.
HA
607
.P4

Pennsylvania Statistical Abstracts.

A comprehensive and integrated collection of statistics for the state, the counties and the municipalities.

Ref.
HA
202
.A385

Historical Statistics of the U.S. Colonial Times to 1957.

A supplement to the Statistical Abstract, including comparative historical statistics of the same type as those found in the Abstract.

Ref.
JK
3691
.R4

Pennsylvania Almanac and Buyers Guide.

Contains a classified alphabetical listing of leading Pennsylvania industries and services to help Pennsylvania purchasing agents do their buying economically, conveniently, and in the best interests of the economy of Pennsylvania.

GOVERNMENT RELATED PUBLICATIONS

Monthly Catalog of United States Government Publications. 1895 - (Abstracts Collection)

The catalog consists of text and four indexes - author, title, subject, and series/report number. Subjects are derived from Library of Congress Subject Headings, 8th edition and its supplements. Comprehensive in coverage. Considers scope and timeliness to be of prime importance.

Congressional Record. 1973 (Periodical Stacks - Govt. Doc's. Section) Kept 1 yr.

Issued daily while Congress is in session. Contains the President's messages, Congressional speeches and debates in full and record of votes.

Federal Register. (Periodical Stacks) Kept 2 yrs.

Contains all presidential proclamations and executive orders; rules and regulations of the various bureaus and department of the government; and decisions.

Ref.
K
.U1
v.77A

United States Statutes At Large. 1973. (Kept in book stacks)

Contains tariff schedules of the United States promulgated during the first session of the Eighty-Eighth Congress of the United States of America.

Ref.
K
.U2

United States Code Annotated.

The code is the official restatement in convenient form of the general and permanent laws of the United States in force December 7, 1925, now in 25 volumes. Includes the Revised Statutes of 1878, and volumes 20-43, inclusive of the Statutes at Large.

Ref.
K
.U25

U.S. Code Congressional and Administrative News.

Important and indispensable in ascertaining legislative intent when the laws come up for construction and interpretation by the Courts.

Ref.
K
.P6

Purdon's Pennsylvania Statues Annotated.

The annotations or constructions of the law by the courts are complete from earliest times to date, covering all the decisions of the Supreme Court, the Superior Court and other courts of Pennsylvania, as well as the Supreme Court of the United States.

Ref.
JK
1
.C66

Congressional Quarterly Almanac.

Ref.
J
69
.C6

Commerce Clearing House. Congressional Index. (Loose Leaf Service)

Indexes all congressional bills and resolutions of general interest and lists their current status. It is designed to lay open to the user a complete record of federal legislation and its progress from initial introduction to final disposition.

Ref.
JK
421
.A3
1976-77

United States Government Organization Manual.

Describes the purposes and programs of most government agencies and lists top personnel. Briefer statements are included for the quasi-official agencies and certain international organizations.

Congressional Digest. Pro & Con (Periodical)

An independent monthly featuring controversies in Congress, pro and con. Not an official organ, not controlled by any party, interest, class or sect.

AUDIO-VISUAL SOURCES

Ref.
Z
5814
.M86

Index to 8mm Motion Cartridges.

This is a bibliographical source for the instructional materials centers, learning centers, libraries, governmental agencies and industry in providing the depth and extent of information needed on 8mm motion cartridge in curriculum and course of study planning.

Ref.
Z
5814
.M87

Index to Overhead Transparencies.

Intended to provide media staff, library personnel, and teachers with a bibliographical guide to commercially produced overhead transparencies.

Ref.
Z
5814
.M8
N35

Index to 16mm Educational Films.

Useful to a wide variety of educational services and organizations, including schools, libraries, industrial and commercial training programs, and military and government agencies.

Ref.
Z
5814
.M8
N36

Index to 35mm Educational Filmstrips.

Lists with descriptive information, those instructional materials available from producers.

Ref.
Z
5814
.V8
E3

Educational Media Index.

One source which identifies charts, graphs, maps, in sets, cross-media kits; film and kinescopes; filmstrips, flat pictures in sets; models and mock-ups; phonodiscs; phonotapes; programmed instructional materials on a particular subject at a desired level of utilization.

Ref.
LB
1044
.E3

Educators Guide to Free Films.

The only complete guide to all films available free of cost throughout the United States. Those available in Australia and Canada indicated separately. It is the only such guide restricted to free films.

Ref.
LB
1043.8
.E4

Educators Guide to Free Filmstrips.

This guide lists 139 silent filmstrips, 164 sound filmstrips, 157 sets of slides and 2 sets of transparencies, a total of 462 titles available from 95 sources.

Ref.
Z
5817.2
E45

Educators Guide to Free Curriculum Material.

Materials listed help teachers and librarians to select those materials revelent to the ideas and ideals which contribute most effectively to his knowledge and understanding of himself, his environment and the society he plans to serve.

Ref.
LB
1044
.I5

Indiana University. Educational Motion Pictures.

Designed to provide individuals and organizations interested in using educational motion pictures with information concerning films available from Indiana University.

Ref.
T5
2301
.A7
A8

Audio-Visual Equipment Directory.

Includes most audio-visual which is available; the effect has been made to supply all pertinent facts as could be discovered on items of proven acceptance in the marketplace.

Ref.
LB
1043
.A817

Audio-Visual Market Place.

A comprehensive register of organizations, firms, and personnel in the AV industry. May be used as a buyers guide to purchase equipment and instructional materials for the classroom. The major areas of interest: AV software, AV hardware, reference.

Ref.
Z
7511

Guide to Free Loan Sports Films.

A list sources that distribute films on sports free of charge. Includes such topics as hiking, snowmobiling, water sports, yachting, scuba diving, rodeo, hurling, kite flying, parachuting, etc.

Ref.
Z
1223.Z9
G8

Guide to Government Loan Films.

Films are made available through more than one source. The source is provided at the end of the films synopsis and is entered separately under the agency's heading in the list of sources.

Ref.
Z
5814.V8
L55

Reference Guide to Audio-Visual Sources.

This reference guide was developed to aid the librarian in finding the material which both he and the public he serves need.

Ref.
Z
5814
.V8
I5

International Index to Multi Media Information.

Contains information on media materials that is international in scope.

Ref.
LB
1029
.G3
Z8

Guide to Simulation and Games for Educational Training.

Contains complete information on 613 games and simulation games. Also includes a supplementary list of 473 items which are discontinued in development or which additional information is needed on.

EDUCATION SOURCES

Bibliographies and Guides to the Literature:

Ref.
Z
5819
.M37

Marks, Barbara S. NEW YORK UNIVERSITY LIST OF BOOKS IN EDUCATION.

More than 2,800 annotated entries of (books, pamphlets, yearbooks) in subject arrangement with an author index. The most comprehensive annotated bibliography of books available in education.

Ref.
Z
7201
.H28
1971

Harvard University. HARVARD LIST OF BOOKS IN PSYCHOLOGY.

744 titles selected for their importance and value in psychology; annotated and arranged by topic.

Ref.
LA
212
.B6

A BIBLIOGRAPHY OF AMERICAN EDUCATIONAL HISTORY.

Designed as an instructional and reference work, this bibliography, comprised of over 3,000 entries, is a representative guide to the contemporary literature of American educational history.

Ref.
Z
711
.B93
1967

Burke and Burke. DOCUMENTATION IN EDUCATION.

Provides guidance for documentary or bibliographic work in education-locating whatever has relevance to solving a problem or answering a question.

Ref.
Z
5811
.B39

Berry, Dorothea. A BIBLIOGRAPHIC GUIDE TO EDUCATION RESEARCH.

This is intended to serve as a concise guide to assist the student in education courses to make effective use of the resources of the library of his college or university. More than 500 references with descriptive annotations are included.

Indexes and Abstracts:

EDUCATION INDEX.

Is a cumulative author subject index to educational material in the English language.

CURRENT INDEX TO JOURNALS IN EDUCATION.

CIJE currently covers more than 700 publications.

EDUCATION SOURCES, cont.

The majority of these publications represent the core periodical literature in the field of education. Also indexes periodicals which fall outside the scope of education-oriented literature. All articles are indexed by one of the 16 ERIC Clearinghouses.

RESEARCH IN EDUCATION.

Lists and provides resumes of educational research reports of interest to the educational community.

PSYCHOLOGICAL ABSTRACTS (PA)

Provides nonevaluative summaries of the world's literature in psychology and related disciplines. Over 850 journals, technical reports, documents and monographs are covered in PA.

CHILD DEVELOPMENT ABSTRACTS.

Contains abstracts of articles from American and foreign periodicals; abstracts are usually signed.

Dictionaries and Encyclopedias:

Ref. LB 15 .G6 1973 — Good, Carter V. DICTIONARY OF EDUCATION.

A comprehensive dictionary of professional terms in educational workers and teachers what already has been accomplished by technical dictionaries for practitioners in such special fields as medicine, law, engineering and psychology.

Ref. LB 16 .E47 — ENCYCLOPEDIA OF EDUCATION.

A new offering a view of the institutions and people, of the preocesses and products found in educational practice. The articles deal with history, theory, research, and philosophy, as well as with the structure and fabric of education.

Ref. LB 15 .E5 1969 — ENCYCLOPEDIA OF MODERN EDUCATION.

A two volume work dealing with educational principles and practices. Designed to stimulate the extension of desirable policies and procedures and encourage the further development of education.

Ref. LB — ENCYCLOPEDIA OF EDUCATIONAL EVALUATION.

2806 .E5 — Brings together major concepts and techniques in one place. A useful tool for program administrators, funding agents, and students coming new to the field, as well as to the social scientists and measurement specialists.

Ref. LB 15 .E48 — ENCYCLOPEDIA OF EDUCATIONAL RESEARCH.

Designed to include all kinds of contributions to educational knowledge. Arranged alphabetically by subject; articles are written by specialists and signed.

Directories:

Ref. L 901 .P3 — PATTERSON'S AMERICAN EDUCATION.

A comprehensive list of public and private schools, colleges, universities, and other special schools in two main parts. (1) school systems arranged first by states, then by towns; (2) directory of schools, colleges, and universities classified by specialty.

Ref. AC 52 .W6 — WORLD OF LEARNING.

Continues the section on institutions of learning formerly published in EUROPA YEARBOOK. Arranged alphabetically by country. Lists learned societies and research institutions, libraries, museums, universities, and other institutions of higher education.

Handbooks:

Ref. LB 1771 .W6 — Woellner. REQUIREMENTS FOR CERTIFICATION OF TEACHERS.

Covers initial certification requirements for several states and recommendations of regional and national accrediating associations.

Ref. LB 1028 .S39 1973 — Travers, R. M. SECOND HANDBOOK OF RESEARCH ON TEACHING.

Follows the idea of Gage's handbook of 1963, but is not a revision. This is a handbook of ideas as well as a review of the abailable knowledge. It was designed by an editorial board with expertise in educational psychology, curriculum, philosophy, child development and sociology.

EDUCATION SOURCES, cont.

Ref. L 101 .U6 S7 — STANDARD EDUCATION ALMANAC.

Brings together a variety of statistical data and directory information, most of it drawn from the STATISTICAL ABSTRACT OF THE UNITED STATES.

Ref. L 900 .U56 — WORLD SURVEY OF EDUCATION.

Covers over 200 countries, including states not members of Unesco. Each volume arranged by country. Includes surveys, statistics, bibliographic, etc.

Ref. Z 5814 .B8 B932 — Buros. MENTAL MEASUREMENT YEARBOOK.

The yearbooks are designed to assist users in education, psychology, and industry to make more intelligent use of standarized tests. Information for each test title and description of groups for which the examination is intended.

Biography:

Ref. LA 2311 .M45 — Biography: WHO'S WHO IN AMERICAN EDUCATION.

Contains sketches of persons active in higher education, and primary and secondary school administrative officers.

MASS COMMUNICATIONS

Bibliographies and Guides to the Literature.

Ref. Z 5630 .B55 1972 — Blum. Basic Books in the Mass Media.

Annotated listing of books relevant to study of mass media arranged in broad professional divisions. Contains an annotated listing of indexing services and periodicals of value to communications research. Detailed title, author and specific subject index.

Ref. Z 6940 .P7 — Price. The Literature of Journalism.

Annotated, arranged in subject categories with a more detailed subject, author and title index books only.

Ref. Z 6940 .P69 — Price & Pickett. An Annotated Journalism Bibliography.

Supplements above tool, but arranged by author with a detailed subject and title index.

Ref. Z 7164 .P957 B58 — Bishop. Public Relations.

Books and periodicals, some with brief summary, arranged in detailed subject categories. Author index only.

Ref. Z 5784 .M9 M34 — Manchel. Film Study, A Resource Guide.

Annotated listing of books discussing film broadly in terms of broadcasting, cinematography, acting and popular culture.

Indexes.

Topicator. Business Periodicals Index Pais and Journalism Quarterly.

(has a regular index feature section of periodical literature and a bibliography of new books and pamphlets in each issue.)

See also the suggestions listings in Blum and Aspen Handbook.

Handbooks.

Ref. P88.8 .R44 1975 — Rivers. Handbook On The Media.

Researcher's guide to research tools, organizations and ongoing research efforts.

Ref. HF 5823 .B313 — Barton. Advertising Handbook.

Covers basic principles of advertising, includes bibliographic references at the end of each chapter.

Ref. HF 5827 .D8 — Dunn. International Handbook of Advertising.

Included are international advertising agents and organizations. Thoroughly indexed with further references given.

Ref. PN 1992.7 .F48 — Field. Professional Broadcast Writer's Handbook.

Practical reference source.

Ref. P 87.5 .D48 — Diamant. The Broadcast Communications Dictionary.

Short, specialized dictionary for students and professionals.

Ref. PN 4728 .K4 — Kent. The Language of Journalism.

A newer, scholarly attempt to identify and define journalism terms. Prefactory article on history of this special language field. Appendix has detailed proofreader's and copy editor's markings.

Ref. P 87.5 .J3 — Jacobson. A Mass Communications Dictionary.

Older, general journalism dictionary. Code words and phrases with a key to the branch of media using the term.

Ref. HF 5803 .A84 — Ayer. Glossary of Advertising and Related Terms.

Lists terminology for use of advertisers, with reference sections on terminology advertisers may encounter when dealing with other journalists.

Ref. TR 847 .F62 1969 — Focal Encyclopedia of Film and Television Techniques.

Excellent although sometimes highly technical. Internally cross-referenced.

Ref. TK 6540 .W67 — World Radio-Television Handbook.

Fairly comprehensive listing of radio and television stations, briefly indentified.

Directories.

Ref. Z 6951 .A97 — Ayer. Directory of Newspapers and Periodicals.

Geographically arranged listing with special type listings and unique name index. Daily papers are not indexed. Brief list will note key personnel, circulation, and advertising rates.

Ref. PN 161 .L5 — Literary Market Place.

Predominately of use in book publishing. Also lists some magazines, book clubs, literary agents, prizes, etc.

Ref. Z 6956 .E5 W5 — Willings Press Guide.

British equivalent of Ayer.

Ref. Z 6951 .W4 1972 — Weiner. News Bureaus in the U.S.

Brief identification of news bureaus. Geographically arranged.

Editor & Publisher Syndicate Directory (Last issue of the periodical in July)

Similar to Ayer in its listing.

Ref. Z 7164 .G81 M32 — Gebbie Press House Magazine Directory.

Arranged alphabetically with a freelance writing and photography subject index.

Ref. TK 6540 .T453 — Television Factbook.

Two volumes. The first is stations listing, including technical information, chief employees, and reception map. V.2 is a listing of services and packages.

Ref. TK 6542 .B7 — Broadcasting Yearbook.

Partially duplicates information in above source. Also lists new FCC laws, statistics, industry trends, etc.

Ref. PN 4709 .E4 1971 — Editor and Publisher International Yearbook.

Partially duplicates Ayers. Also lists industry trends, key newsstories and trends, statistics.

Ref. HF 5805 .S72 — Standard Directory of Advertising Agencies.

Alphabetical listing of agencies, listing key employees and accounts.

Ref. HE 8698 .I55 — International Television Almanac.

Statistics, awards and yearly winners. Half volume is devoted to biography.

Ref. PN 161 .W83 — Writer's Market.

Listing of key periodicals accepting freelance copy. Some subject indexing.

Ref. TR 12 .P48 — Photography Market Place.

Same as writer's market, for photographs.

Sourcebooks.

Ref. KF 2804 .K3 1972 — Kahn. Documents of American Broadcasting.

Full and partial texts of important and often otherwise hard to find, speeches, laws, court cases, independently established codes, etc.

Services.

Ref. PN 4875 .W62 — Working Press of the Nation.

A PR practitioner's tool.

Ref. H 35 .E35 — Editorial Research Reports.

Pro and con articles on hotly debated issues of public concern. Bibliographic references given frequent cumulative indexes.

Standard Rate & Date Service.

Gives rate charge for all forms of media. Our copies are old and are kept with the telephone books.

Ref. HM 263 .W45 1972 — Who's Who In Public Relations.

Brief biographical listings are given.

BIOGRAPHICAL SOURCES

Ref.
CT
213
.B5
1975

Biographical Dictionaries Master Index.

Index to other biographical tools in one alphabet refers to other sources, no personal information included here. Information for reference works published in a given year.

Ref.
CT
103
.W4

Webster's Biographical Dictionary

One volume, 40,000 deceased people, mostly American and English.

Ref.
CT
120
.I44

The International Who's Who.

Brief biographies of contemporary, internationally known people. Includes obituaries of notables who died since the last edition was published.

Ref.
DA
28
.W6

Who's Who.

Brief biographies on prominent Britains.

Who Was Who.

Companion to above tool, gives brief information on deceased people formerly listed in Who's Who.

Ref.
E
663
.W56

Who's Who in America.

Brief biographies on notable Americans in all fields. This is a general tool which carries the most prominent people listed in other marquess regional or subject biographical works.

Ref.
E
663
.W54

Who Was Who in America.

Gives capsule biographies of notables from 1607 to the recent present. Has a cumulative name index.

Ref.
CT
100
.C8

Current Biography.

Readable articles on people in the news, all nationalities usually includes a photograph and further references too. Career index in back of volume.

Ref.
E
176
.D562

Dictionary of American Biography.

Lists deceased Americans from all fields and professions. Presented in essay form with bibliographic references.

Ref.
DA
28
.D4

The Dictionary of National Biography.

British equivalent of the DAB. Some articles are extremely long.

Biographical information may also be found by searching the card catalog for full length biographies or subject specialized biographical compilations, and by consulting general or special encyclopedias. Remember to obtain as much of the following information as possible: the name, spelled correctly and in its fullest form; the country of origin/residence; birth/death dates, living or dead; profession or reason for fame. Use whatever amount of specific detail to your best advantage as you use the tools.

Ref.
G103
.L7
1962

The Columbia Lippincott Gazetteer of the World.

Lists in one alphabet the places of the world-countries, regions, provinces, states, countries, cities, towns, islands, lakes, mountains, deserts, seas, rivers, canals, dams, peninsulas, capes, and like geographical sources.

Ref.
G1019
.R24
1972

Rand McNally Cosmopolitan World Atlas. Chicago, Rand McNally & Company.

Has the reputation of being the leading general reference atlas produced in America. Offers a wide variety of quality maps and charts, reference material and statistics and complete index coverage. Contains detailed oceangraphic maps with accompanying text that stresses the ongoing explorations and the importance of these operations in the future.

Ref.
G103
.W45
1969

Webster's Geographical Dictionary.

Provides in one volume a selection of geographical proper names adequate for the needs of the general user, with information on the spelling, syllabic division, and pronunciation of the names and concise geographical information about the entries.

Ref.
G1019
.G67

Goode's World Atlas.

The three outstanding attributes connected with the maps of this atlas include: (1) The maps show facts of areal distribution, both qualitative and quantitative. (2) The climatic-regions shows the areal distribution of types of climate which are determined from a synthesis of thousands of rainfall and temperature statistics. (3) Many useful comparisons maybe made between different maps, between two maps in some instances and 3 and 4 in others.

Ref.
G1030
.S4

Shepard, William R. Historical Atlas.

This edition contains all maps of the seventh revised and enlarged edition and a special supplement of historical maps for the period since 1929.

Ref.
G1019
.L495
1961

Life Pictorial Atlas.

A provocative guide toward understanding man's world in the space age. Dramatically reveals the relative magnitude of the continents, the rise of mountain ranges, the sweep of plains and the arching of island chains. These global views provide a new perspective for the human drama

60

G1198
.P3

of the United States.

A composite work representing international boundaries, maps relating to physical geography, mineral resources, railroads, and water transportation. Also includes maps illustrating educational and church history for 1775-1776.

Ref.
G1019
.R3
C6

Rand McNally Commercial Atlas and Marketing Guide.

Represents information on metropolitan areas including satellite communities and suburbs. Major Trading and Business Centers are presented on the basis of their importance as centers of shopping-goods purchases. Also includes maps of the most important counties in population, retail sales, and manufactures.

Ref.
G1019
.R3
C6

Rand McNally Road Atlas.

Designed to be of practical use to travelers. Maps are beautifully produced and have great detail. Major metropolitan areas are inset in the larger maps. Place-names are in the spelling of the city concerned, and are indexed in a separate index.

Times Atlas of the World.

A thoroughly revised edition of a famous atlas designed for general, official, and library use. Gives as many place-names as possible, preferably in the form of spelling officially used by the inhibitants of a given country.

Ref.
DE
29
.H463

Heyden, A.A.M. van der. Atlas of the Classical World.

An excellent atlas depicting the life and cultures of the classical world in maps and pictures, with textual comment. Has outstanding photographs of art and archaeological subjects.

61

HISTORICAL SOURCES

Bibliographies.

Ref. Z 6201 .A55 — American Historical Association. Guide to Historical Literature.

Listing of books covering wide spectrum of history and related fields. Each is briefly summarized.

Ref. Z 1236 .F77 1974 — Freidel. Harvard Guide to American History.

Detailed bibliographic guide to all periods and geographic areas of the U.S.

Dictionaries and Encyclopedias.

Ref. E 174 .A43 1942 — Adams. Dictionary of American History.

Encyclopedic coverage of U.S. from 1700's to 1960. Brief articles include bibliographies. Biography covered in DAB. Has an index in the last volumes.

Ref. E 174 .J6 — Johnson. The Oxford Companion to American History.

In dictionary format, one volume, emphases on political events and biographies internally cross-referenced.

Ref. D 21.L27 1968 — Langer. An Encyclopedia of World History.

Chronological coverage with detailed subject index. Some tables and maps.

Ref. E 174.5 .M847 1961 — Morris. Encyclopedia of American History.

A desk reference for students and scholars. Provides dictionary access to fact, figures. Divided into chronological, topical and biographical sections. Some maps and charts.

Ref. E 174.5 .C3 1962 — Carruth. The Encyclopedia of American Facts and Dates.

Chronologically arranged with parallel columns indicating social, political, economic and artistic developments. General index refers to dates of indexed subjects.

Ref. GT 4803 .D6 1948 — Douglas. American Book of Day's.

Arranged by calendar, listing holidays, festivals, anniversaries, legal holidays, religious and local. Alphabetical index of events.

Historical Sets.

Ref. D 57 .C25 — The Cambridge Ancient History.

Multivolume set, signed articles, extensive bibliographies. Archeological discoveries may date some of this material.

Ref. D 117 .C3 1924 — The Cambridge Medieval History.

Multivolume set, signed articles, bibliographies.

Ref. D 208 .N4 — The New Cambridge Modern History.

Still to be completed. Multivolume, signed articles but bibliographies discontinued.

Miscellaneous.

Ref. E 173 .C66 1974 — Commager. Documents of American History.

Full and partial texts of laws treaties, Supreme Court decisions, presidential addresses, etc. Each revision contains different documents.

Ref. D 11 .S83 1966 — Steinberg. Historical Tables, 58 B.C. to A.D. 1964.

Chronological, columnar tables subdividing political history geographically and then by constitutional history, economics, science and cultural life. No index.

Ref. HA 202 .A385 1975 — Historical Statistics of the U.S.

The bicentennial summary of social, political, economic and cultural statistics, with government and private sources noted. National cumulative figures are given, many covering an average period of a decade.

POLITICAL SCIENCE

Bibliographies and Indexes.

Social Sciences Index. (previously Social Sciences and Humanities Index, previously International Index)

PAIS Bulletin.

Ref. Z 6461 .F6 1919- — Foreign Affairs Bibliography. Briefly describes thousands of books arranged topically and geographically. Is updated by the periodical Foreign Affairs.

Ref. Z 7165.U5 W88 — Wynar. American Political Parties. Unique aspects of each of the many political parties identified.

Ref. Z 7161 .B83 — Brock. The Literature of Political Science. Lists general references and makes suggestions as to their use.

Ref. Z 7161 .H27 — Harmon. Political Science: A Bibliographical Guide to the Literature. Similar to Brock, but lists many more specific books.

Dictionaries.

Ref. JK 9.P55 — Plano and Greenberg. The American Political Dictionary. Good for institutional and technical terms. Arranged by chapters with a word index.

Ref. JK 9.T2 1960 — Tallman. Dictionary of American Government. Basic alphabetical arrangement.

Ref. JK 9 .S2 — Safire. The New Language of Politics. Focus on new words and phrases generated by and concerning politics.

Source Books.

Ref. K .A1 P3 1965- — Peaslee. Consitutions of Nations. Multi-volume set arranged geographically by continent. Gives full text constitutions.

Ref. KF 4530.C6 — Constitutions of the U.S.: National & State. Full text with some descriptive footnoting.

Ref. JK 2255.P6 — Porter. National Party Platforms. Gives the platforms for major and minor parties. Arranged chronologically by election year.

Ref. JK 1967.A8 — America Votes. Gives statistical breakdowns of national elections, state elections, to individual voting district. Arranged chronologically and geographically within.

LITERATURE

Bibliographies and indexes.

Ref. Z 1225 .L48 — M.L.A. Annual (International) Bibliography. (Index Room)

Classified arrangement by country, period and literary type. Author index to author of article only.

Ref. Z 1225 .L492 — Leary. Articles on American Literature.

Based on bibliographies published in American Literature. Includes books, periodicals and reference bibliographies.

Humanities Index. (Index Room)

Essay and General Literature Index. (Index Room)

Ref. PN 1021 .G7 1962 — Granger. Index to Poetry.

Access by first line, author or title.

Ref. Z 5781 .P53 — Play Index.

Includes cast analysis and casting index.

Ref. Z 5916 .W74 — Fiction Catalog.

Ref. Z 5917 .S5 C6 — Short Story Index.

Each of the above (Play Index, Fiction Catalog and Short Story Index) gives a short summary and is arranged by author with indexing allowing entry by title and subject.

Handbooks and Histories.

Ref. FN 41 .B4 1965 — Benet. Reader's Encyclopedia.

A valuable home reference covering all countries, all periods in brief dictionary and frequently cross referenced format.

Ref. PR 85 .S34 1970 — Sampson. The Concise Cambridge History of English Literature.

Scholarly, signed articles. Arrangement varies from volume. Strong chronological tables and bibliographies.

Ref. PR 19 .H3 1967 — Harvey. The Oxford Companion to English Literature.

Biographical articles, plot outlines, literary allusions, fictional characters. Appendix on censorship and on copyright laws.

Ref. PS 21 .H3 1965 — Hart. The Oxford Companion to American Literature.

Includes biographical sketches and bibliographies, plot outlines and information about poems, short stories, magazines, etc. Chronological index covering literary and social history.

Ref. PS 88 .L522 — Spiller. Literary History of the United States.

Three volume set including background, criticism and bibliography on over 200 authors, alphabetically arranged by major author, with a detailed author index.

Literature, cont.

Ref. PA 31 .F4 — Feder. Crowell's Handbook of Classical Literature.

Dictionary format, covers all forms of Greek and Roman literature and biography.

Ref. PN 44 .M33 — Magill. Masterplots.

Arranged by title. Detailed character listing and plot synosis for over 1,000 novels, epic poems and plays. Usually 2 - 5 pages long.

Ref. PN 6081 .B27 1955 — Bartlett. Familiar Quotations.

Arranged chronologically by author (anonymous filed under that heading). Index of key words is extensive.

Ref. PN 6081 S73 1958 — Stevenson. The Home Book of Quotations.

Arranged by subject with a detailed index by key word and author.

Biography.

Ref. Z 1224 .B87 1962 — American Authors and Books, 1640 to the Present Day.

Dictionary arrangement of short articles on authors, book and magazine publishing, editing and sales. Short entries but comprehensive scope.

Ref. PN 771 .K86 — Twentieth Century Authors.

Medium length sketches, with portraits of 1850 authors popular with English speaking readers. Covers only those authors publishing in the first half of the 20th century.

Literature, cont.

Ref. PN 771 .C6 — Rush. Black American Writers Past and Present.

see annotation in Afro-American Resources.

Ref. Z 2014 .P7 C63 1975 — Contemporary Poets.

Biographical article, frequently contain photograph. Listing of publications of and concerning each poet.

Criticism.

Ref. PR 473 .T4 — Temple. Modern British Literature. Library of Literary Criticism.

see annotation in Curley. Modern American Literature.

Ref. PS 221 .O 8 1969 — Curley. Modern American Literature. Library of Literary Criticism.

Both volumes above contain selections from critical essays about the author as written by key critics. These are short, but they represent varying times and opinions.

Ref. Z 2014 .P7 E8 — Poetry Explication.

Alphabetical listing by author, of interpretations of British and American poems as given as found in books and periodicals, especially Poetry Explicator.

Guides to the Literature and Bibliographies

Ref.
Z
5931
.C3
1965

Carrick, Neville. How to Find Out About the Arts: A Guide to Sources of Information.

Describes the main sources of information, printed or otherwise, in the field of the arts.

Ref.
ML
113
.D383
M9
1966

Musicalia: Sources of Information in Music.

This work is intended to facilitate the work of all who need systematic help in exploring the musical repretory.

Ref.
Z
7833
.A35

Adams, Charles J. A Reader's Guide to the Great Religions.

Provides bibliographical guidance to persons who are interested in learning more of the world's great religious traditions.

Ref.
Z
5781
.S2
1966

Santaniello, A.E. Theatre Books in Print.

An annotated guide to the literature of the theatre, the technical arts of the theatre, motion pictures, television and radio and dance.

Indexes

Humanities Index (Index Collection).

One of two indexes superseding the Social Sciences and Humanities Index. It consists of author and subject entries to periodical articles.

Ref.
Z
5937
.A78

Art Index.

This is an author and subject index to domestic and foreign art periodicals and museum bulletins.

Music Index.

Indexes by author and subject more than 300 periodicals representing various aspects of the music field, ranging from musicology to the retailing of music. Includes obituaries, book reviews of music performances and recordings.

The Philosopher's Index: An International Index to Philosophical Periodicals.

This index covers all major philosophy journals in English, French, German, Spanish, and Italian, along with selected journals in other languages and related interdisciplinary publications.

Dictionaries

Ref.
N
33
.M36

Dictionary of Art Terms and Techniques.

Defines terms encountered in the study and practice of the visual arts and their literature. Includes descriptions of art periods, schools, and styles.

Ref.
ML
100
.A64

Apel, Willi. Harvard Dictionary of Music.

This book is designed to provide accurate and pertinent information on all musical topics. A special feature of this book is the bibliography, which covers book publications as well as the periodical literature.

Dictionaries, cont.

Ref.
CV
1787
.D513

Dictionary of Modern Ballet.

This includes items dealing with personalities and performances, epochs and "schools," choreographies, scores and decors.

Ref.
B
41
.R8
1962

Runes, Dagobet D. Dictionary of Philosophy.

Provides teachers, students, and laymen interested in philosophy with clear, concise, and correct definitions.

Encyclopedias

Ref.
B
41
.E5

Encyclopedia of Philosophy.

This encyclopedia covers the whole of philosophy journals as well as many of the points of contact between philosophy and other disciplines. It contains nearly 1500 articles.

Ref.
BL
31
.E44

Hasting. Encyclopedia of Religion and Ethics.

This encyclopedia contains articles on all of the religions of the world and all the great systems of ethics.

Ref.
N
31
.E553

Encyclopedia of World Art.

The subject matter of the Encyclopedia consists of the representational arts in the broadest sense: architecture, sculpture, and painting. No limits have been set with regard to time, place, or cultural environment.

Ref.
ML
100
.G885
L954

Grove's Dictionary of Music and Musicians.

This is a ten volume work with volume ten being the supplementary volume. It contains information on musicians and composers from the earliest to the present time. It is written in English and each article is signed.

Encyclopedias, cont.

Ref.
CV
1585
.C5
1967

Chujoy, Anatole. Dance Encyclopedia.

Contains information about the art and science of dancing.

Handbooks

Ref.
ND
205
.M57

Monro, Isabel. Index to Reproductions of American Paintings.

This index lists the work of artists of the United States occurring in 520 books and 300 catalogs of annual exhibitions held by art museums.

Ref.
ND
450
.M6

Monro, Isabel Stevenson. Index to Reproductions of European Paintings.

A guide to pictures in more than three hundred books.

Ref.
N
40
.M3
1948

Mallet, Daniel Trowbridge. Mallett's Index of Artists.

This index brings together in one alphabet a biographical record of leading artists of all countries. It contains the basic data as to each artist and provides a key to the most authoritative sources of further information.

Ref.
N
40
.M3
1948
suppl.

Mallet, Daniel Trowbridge. Supplement to Mallet's Index of Artists.

Updates those artists of all countries not included in the 1935 Index of Artists.

Ref.
ML
105
.B16
1958

Baker's Biographical Dictionary of Musicians.

Contains some 2300 biographies of musicians. A maximum emphasis has been laid on the abundance of factual data. In entries on musicologists, most of their published books in various languages.

Ref.
BR
516.5
.M38
1970

Mead, Frank S. Handbooks of Denominations in the United States.

This includes information on over 250 religious bodies, with a compact account of the history, doctrines, distinctive characteristics, and present status of each.

Ref.
Z
7161
.A1
M3
1975

McInnis, Raymond G. Social Science Research Handbook.

Deals with research in American studies, anthropology, sociology, economics, geography, eastern European and Russian studies, African studies and Canadian and European studies.

Ref.
AG
5
.K315
1964

Kane. Famous First Facts.

Broad coverage of first occurrencies, indexed by dates, personal names, geographic locations.

Ref.
AG
243
.G85
1972
(closed ref.)

The Guiness Book of World Records.

Authoritative, well indexed, yearly revised work listing records in all fields. Information well documented and/or solicited.

Ref.
BJ
1853
.V27
1967

Vanderbilt. New Complete Book of Etiquette.

Guide to social graces in a wide variety of applications.

Ref.
GV
11
.M4
1969

Menke. The Encyclopedia of Sports.

Background history, major participants, events and winners are given. Some diagrams, charts and statistics are given.

Ref.
Z
7514
.B3
G76

Grobani. Guide to Baseball Literature.

Scholarly, annotated bibliography on the field.

Ref.
HE
6311
.A3
1970

U.S. Post Office Dept. National Zip Code Directory.

Geographically arranged. Large cities in their own section by state. Numeric listing by zip code also provided.

Ref.
MS
17
.G33
1973

Gale. Encyclopedia of Associations.

Non-profit, American organizations arranged categorically. Lists name, address, telephone number, chief official, description, publications, membership, committees, etc. Section on inactive or defunct. Geographic and executive indexes.

Ref.
HD
7824
.U5A75

Angel. Directory of Professional & Occupational Licensing in the U.S.

(Career Center) lists basic information on licensing including licensing restrictions, responsibilities for testing, etc.

The Telephone Book.

White pages-give variety of useful information on telephoning, local zip codes, translation code for area codes, local exchange numbers, etc. Also provides excellent name spelling variation listing. Yellow pages-subject arranged with a subject authority. Cross reference list at the back of the volume. Useful for obtaining telephone numbers and street addresses for mailing purposes.

Ref.
BF
1701
.P192
(closed ref.)

Parket. The Compleat Astrologer.

Well illustrated general guide to astrology.

Ref.
GV
731
.D52
1974
(closed ref.)

Rules of the Game.

Describes and illustrates rules and playing grounds for all major and many minor games. Definitions of many technical terms also provided.

Ref.
G
567.03
1975

The Official Associated Press Sports Almanac.

Specializes in sporting statistics as collected and reported by the news media.

Ref.
AG
106
.P46

Wallechinsky. The People's Almanac.

Interescing facts concerning people, everything from inventions.

Ref.
HF
5381
.U62
(career collection)

Occupational Outlook Handbook.

Description of variety of occupations including nature of work, places of employment, qualifications training, advancement, employment outlook, earnings, references for more information. Is indexed.

Ref.
HF
5
383
.A6
1972
(closed ref.)

Angel. Why & How to Prepare an Effective Job Resume.

Gives samples appropriate to a variety of professions and experience levels.

Ref.
HV
35
.A4
1974
(closed ref.)

Where to Turn.

Describes a variety of Allegheny County health and social welfare agencies. Lists contacts, phone numbers, purposes, procedures and financing. Alphabetically arranged with a classified, subject index.

Ref.
HF
296
.P5
P5

The Pittsburgh Market.

Produced by the Chamber of Commerce of Greater Pittsburgh. Chapter arrangement with no index. Broad range of topics covered including history, finance, facilities, population and economic characteristics, city and county government officials and taxes, social groups, educational institutions, mass media facilities, etc. Continually revised. Individual sections may be obtained from the Chamber free or at a nominal charge.

Ref.
HF
5382.5
.C7
D54
1977
(career)

The Directory of Overseas Summer Jobs. Cincinnati, Ohio, National Directory Service, Inc.

This directory contains a wide variety of job openings as possible in as many countries. The major part of the book deals with full-time summer work and includes not only general information on employment prospects, but also details of work available with individual employers.

Ref.
HF
5382.5
.U5
S76
1977
(career)

Summer Employment Directory of the United States.

This contains the latest up-to-date information on 90,000 summer jobs available throughout the United States and Canada.

RESOURCES IN AFRO-AMERICAN STUDIES

Ref. E 185.96 B33 — Basin, Wade. Dictionary of Black Culture.

This compendium contains pertinent information about black Americans and their culture. It has useful information on Negro politics and bibliographical materials

Ref. PS 153 .N5 C45 — Chapman, Dorothy H. Index to Black Poetry.

This work attempts to provide the first index devoted solely to black poetry. Ninety-four books and pamphlets by individual poets are indexed as well as thirty-three anthologies.

Ref. E 185.6 D3 — Davis, John P. The American Negro Reference Book.

This reference book brings together in a single volume a reliable summary of current information on the main aspects of Negro life in America. It goes into sufficient historical depth to provide the reader with a true perspective. There are footnotes to the text and following most of the chapters are bibliographical references to help the reader go more deeply into the subjects covered.

Ref. E 185 .D72 — Droting, Phillip T. A Guide to Negro History in America.

A remarkably comprehensive chronicle of the most significant historical contributions and of Negroes who made them, told in a highly readable way. The author has selected a unique format which ties the past to places that can still be visited today and thus achieves the effect of bringing history to life.

Ref. E 185 .E22 — The Ebony Handbook.

This serves as an aid in documenting the present-day status of black Americans and will be a useful reference for schools, colleges and universities, libraries and individuals. It has considerable coverage of events in legislation, education, employment, and legal decisions.

Ref. E 185.96 .E2 — The Ebony Success Library: 3 vols.

A 3 volume work on the achievements of blacks from the very beginning of their sojourn to what became the United States of America-to their citizenship-goals, challenges, struggles, myths and reality. Each volume has a seperate title. Volume 1 deals with Successful Blacks; Volume 2 Famous Blacks, gives the secret of success; and Volume 3 is a Career Guide: Opportunities and Resources for You. The information in this volume was taken from Occupational Outlook Handbook with the assistance of the United States Department of Labor.

Ref. ML 105 F35 — Feather, Leonard. The Encyclopedia of Jazz in the Sixties.

This is an exhaustive examination of the many-faceted forms jazz has taken during this decade, through a survey of its principal personalities. Biographies of every artist prominent in previous decades, along with every major new jazz personality of the present decade, (since its publication in 1960), can be found in these pages.

Ref. Z 1361 .N39 G26 — Gagala, Kenneth L. The Economics of Minorities: A Guide to Information Sources.

This volume organizes and briefly summarizes research on the economic conditions of non-white in the United States. It covers material published, during the period 1965 to the summer of 1974.

Ref. PS 628 .N4 H3 — Hatch, James V. Black Theater, U.S.A.: Forty-five plays by Black Americans, 1847-1974.

The plays in this volume include a wide variety of themes, styles, and approaches to dramaturgy. Many of them are "problem" or "protest" plays: others are merely concerned with an aspect of black life. Some are comic, some are tragic.

Ref. LC 2801 .J63 — Johnson, Harry Alleyn. Multimedia Materials for Afro-American Studies, A Curriculum Orientation and Annotated Bibliography of Resources.

A standard source book, the only one of its kind which compiles materials and resources relevent for designing a meaningful and realistic curriculum which incorporated black studies content. This documented bibliography has produced information on non-print resources, addressing itself to the fast changing curriculum needs. It focuses on new technology and educational media as related to the special educational problems and characteristics of ghetto youth.

Ref. Z 1361 .N39 B56 — McPherson, James M. Blacks in America: Bibliographical Essays.

This bibliography essay combines narrative, interpretation, and bibliography in a chronological and topical framework that will provide teachers, students, and interested readers with an up-to-date guide to Afro-American history and culture. Each topic is introduced by one or more paragraphs summarizing the factual data and interpretive questions involved in a study of the subject,

followed by a discussion of the major books, articles, and printed primary resources revelant to research on the topic.

Ref. E 185.61 .N4 — The Negro in American History.

This 3 volume work covers Black Americans from slavery to freedom. Each volume covers a specific time period and has a separate title: volume I, Black Americans, 1928-68; volume II, A Taste of Freedom, 1854-1927; volume III, Slaves and Masters, 1567-1854. The set contains 186 selections by 134 different authors ranging over almost exactly 400 years of American history. Each selection is prefaced by a short contextual headnote describing the historical circumstances that gave rise to it, and suggesting its relationship to events of the time in which it appeared. A short biographical sketch of every author in the set appears at the end of the volume in which a selection by him is reprinted.

Ref. E 185 .P55 — Ploski, Harry A. The Negro Almanac.

This book surveys the Negro's role in the settlement and growth of the U.S. and goes on to consider the contemporary situation in the light of his current position within the framework of American society. It contains biographical data on an imposing roster of historical and contemporary personalities--men and women of achievement from all walks of life. Additionally, it it generously stocked with valuable statistical material including tables, charts and graphs-all of which provide their own technical insights into the nature and condition of Negro life in the U.S.

Ref. Z 5784 .M9 P69 — Powers, Anne. Blacks in American Movies: A Selected Bibliography.

This bibliography provides students and other researchers with a listing of books, articles, and other materials on Blacks in American films. Additionally it serves as a guide where to find periodical information on this subject. Periodical citations are listed alphabetically under various subject headings by title of article.

Ref. Z 1229 .N39 R87 2 vols. — Rush, Theressa Gunnels. Black American Writers, Past and Present: A Biographical and Bibliographical Dictionary.

This is a two volume work designed to introduce the reader to the wealth of written works done by Black men and women in America, from the time of slavery until the

present. The dictionary includes over 2000 Black American writers living and deceased. The bibliography includes all known published works by that person.

Ref. E 185 D25 1976 — Smythe, Mabel M. The Black American Reference Book.

This brings together in one volume a comprehensive view of the world of black Americans: history; personality pressures; social and economic status; political activities; involvement in and contribution to arts and letters; participation and treatment in the popular media, sports, and the armed forces; and other matters related to these categories. These themes offer a balance of historical and current material designed to give the reader depth and perspective.

Ref. E 185.96 N48 — Who's Who Among Black Americans.

This is the first edition of this volume. It represents the most comprehensive first-hand documentation of this progress and achievement ever published. These are all living Black Americans. They include leading officials in government, business, education, religion, journalism, civic affairs, fine arts, law medicine, civil rights, sports, contemporary art, music, theater, motion pictures, television and those responsible for recent development in science.

SOURCES OF INFORMATION IN PSYCHOLOGY

Bibliographies

White, Carl M. and others. SOURCES OF INFORMATION IN THE SOCIAL SCIENCES. Ref. Z 7161 .W49 1973
Harvard University. HARVARD LIST OF BOOKS IN PSYCHOLOGY. 4th ed. Ref. Z 7201 .H28 1971
INTERNATIONAL BIBLIOGRAPHY ON CRIME AND DELINQUENCY. Ref. Z 5118 .C9 I55
Wright, Logan. BIBLIOGRAPHY ON HUMAN INTELLIGENCE. Ref. Z 7204 .I5 W74
ABS GUIDE TO RECENT PUBLICATIONS IN THE SOCIAL AND BEHAVIORAL SCIENCES. Ref. Z 7161 .A42 1965

Indexes and Abstracts

PSYCHOLOGICAL ABSTRACTS. 1927-monthly (Index Collection)
CHILD DEVELOPMENT ABSTRACTS AND BIBLIOGRAPHY. quarterly (Abstracts Collection)
EDUCATION INDEX. monthly (Index Collection)
CURRENT INDEX TO JOURNALS IN EDUCATION. monthly (Index Collection)
PUBLIC AFFAIRS INFORMATION SERVICE BULLETIN. 5 times yearly (Index Collection)
SOCIAL SCIENCE AND HUMANITIES INDEX. monthly (Index Collection)

Dictionaries and Encyclopedias

English, Horace B. and Ava C. A COMPREHENSIVE DICTIONARY OF PSYCHOLOGICAL AND PSYCHOANALYTICAL TERMS. Ref. BF 31 .E58
Warren, Howard C. DICTIONARY OF PSYCHOLOGY. Ref. BF 31 .E58
Harriman, Philip L. THE NEW DICTIONARY OF PSYCHOLOGY. Ref. BF 31 .H34
Hinsie, Leland E. and Campbell, Robert Jean. PSYCHIATRIC DICTIONARY. Ref. RC 437 .H5 1960
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